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CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

DOCUMENTS DEPT.

JAN 12 1989

JANUARY 9, 1989

SAN FRANCISCO
LIBRARY

ROOM 52A (BASEMENT) CITY HALL

2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Lee presided

CLASSIFICATION MATTERS

1003-89 Review of request for approval of proposed personal services contract. (Item No. 12A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
357-88/89	Mayor	Liebert, Cassidy and Frierson

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



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CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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MINUTES

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REGULAR MEETING - JANUARY 9, 1989

SAN FRANCISCO
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PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of December 5, 1988

Action: Approve.

CLASSIFICATION MATTERS

1262-88 Survey of eleven positions in the City Attorney's Office, Bureau of Claims Investigation and Administration. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish a new classification of 8151 Claims Investigator, City Attorney's Office (J Sch. 57.2 \$1491B1809). Class specification as detailed in the staff report.
2. Allocate five positions approved in the Budget as A840 Investigator (J \$1491B1809) to the new class when permanent incumbents in Class 9155 Claims Investigator are not adversely affected.
3. Establish a new classification of 8152 Senior Claims Investigator, City Attorney's Office (J Sch. 59.2 \$1642B1994). Class specification as detailed in the staff report.
4. Allocate one position approved in the Budget as A841 Senior Investigator (J \$1642B1994) to Class 8152.
5. Establish a new classification of 8153 Principal Claims Investigator, City Attorney's Office (J, Z Sch. 61.4 \$1827B2221). Class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1262-88
(cont.)

6. Allocate one position approved in the Budget as A842 Principal Investigator (J \$182782221) to Class 8153.
7. Establish a new classification of 8155 Chief, Bureau of Claims Investigation and Administration (J, Z Sch. 67.3 \$243582960). Class specification as detailed in the staff report.
8. Allocate one position approved in the Budget as A843 Chief, Bureau of Claims Investigation and Administration (J \$255783108) to Class 8155.
9. Authorize the four new classes to be exempt from civil service provisions of the Charter pursuant to Section 3.401c.
10. Allocate two positions approved in the Budget as A844 Claims Clerk (J \$7888952) to 1424 Clerk Typist (Sch. 42.1 \$7288878).
11. Allocate one position approved in the Budget as A845 Senior Claims Clerk (J \$82281067) to 1426 Senior Clerk Typist (Sch. 44.0 \$7968961).
12. Amend Section 03/02/00/6250/01001/302125/000/00/001 of the Annual Salary Ordinance administratively.

1267-88 Classification of a budgeted position establishing a new classification of 2559 Director of Therapeutic Recreation Activities, Department of Public Health. (Calendar Item No. 8)

Action: Over to the meeting of January 23, 1988 at the request of the Department of Public Health.

1273-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
304-88/89	Airport	Orrick, Herrington & Sutcliffe and Pamela S. Jue
305-88/89	Airport	Law Enforcement Psychological Services
306-88/89	Airport	Simpson, Gumpertz & Heger, Inc.
307-88/89	Arts Commission	Jim Burns
308-88/89	Arts Commission	Richard Lorenz
309-88/89	CAO	Touche-Ross & Company
310-88/89	CAO	Maureen O'Rorke
311-88/89	Civil Service Commission	Fred D. Brown
312-88/89	Civil Service Commission	Dennis A. Joiner & Associates
313-88/89	Controller	On-Line Business Systems, Inc.
314-88/89	Controller	Mardave Compu, Inc.
315-88/89	Controller	Gentry, Inc.

CLASSIFICATION MATTERS (cont.)

1273-88
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
316-88/89	Controller	CRG-Computer Resources Group
317-88/89	Human Rights Commission	Stanford Mid-Peninsula Urban Coalition/Operation Sentinel
318-88/89	Mayor	Reeves Consulting Services
319-88/89	Port	Carol M. Brown
320-88/89	Port	CH2M Hill Engineers
321-88/89	Public Health	Baker Places, Inc.
322-88/89	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment)
323-88/89	Public Health	Regents of the University of California, UCSF AIDS Health Project
324-88/89	Public Health	Board of Regents, University of California, Department of Psychiatry (SFGH) John Hopkins, M.D.
325-88/89	Public Health	University of California, S.F., School of Medicine, Division of Family and Community Medicine
326-88/89	Public Health	S.F. Study Center, Inc.
327-88/89	Public Health	Alameda County Health Services Agency
328-88/89	Public Health	DPAS
329-88/89	Public Health	Asian American Recovery Services, Inc.
330-88/89	Public Health	Bayview-Hunter's Point Foundation
331-88/89	Public Health	Bayview-Hunter's Point Foundation
332-88/89	Public Health	Bayview-Hunter's Point Foundation
333-88/89	Public Health	El Instituto Familiar de la Raza
334-88/89	Public Health	Multicultural Training Resource Center
335-88/89	Public Health	Pacific Presbyterian Medical Center/Garden Sullivan Hospital
336-88/89	Public Health	Regents-UCSF AIDS Health Project
337-88/89	Public Health	S.F. AIDS Foundation (Education)
338-88/89	Public Health	S.F. AIDS Foundation (Social Services)

CLASSIFICATION MATTERS (cont.)

1273-88
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
339-88/89	Public Library	Friends of the S.F. Public Library
340-88/89	Public Utilities Commission	Moore Iacofano Goltsman
341-88/89	Public Utilities Commission	Moore Iacofano Goltsman
342-88/89	Public Utilities Commission	Morrison-Knudsen Engineers, Inc.
343-88/89	Public Utilities Commission	AGS, Inc.
344-88/89	Public Works	Bendix Environmental Research, Inc.
345-88/89	Public Works	W. Martin Cass
346-88/89	Public Works	EHDD Architects
347-88/89	Public Works	Brenda Mabry, Boss Effectiveness Institute
348-88/89	Public Works	CH2M Hill
349-88/89	Public Works	Harding Lawson Associates
350-88/89	Public Works	Henry L. Chapot and Associates
351-88/89	Public Works	A.G.S., Inc.
352-88/89	Retirement System	RCM Capital Management
353-88/89	SFUSD	David K. Low & Associates, Inc.
354-88/89	SFUSD	Joseph Chow & Associates, Inc.
355-88/89	Sheriff	Arlene Hamilton
356-88/89	Asian Art Museum	Asian Art Museum Foundation
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1274-88 Classification of positions in various City departments.
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	73	3594 Instructional Aide II (Sch. 41.6 \$710B858)	Same
	11	3596 School Security Aide (Sch. 41.6 \$710B858)	Same
	1	9976 Community Relations Specialist, SFUSD (Sch. 46.3 \$887B1073)	Same

CLASSIFICATION MATTERS (cont.)

1274-88
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Treasurer/ Tax Collector	3	1404 Clerk (Sch. 41.2 \$6978842)	Same
	3	1424 Clerk Typist (Sch. 42.1 \$7288878)	Same
	1	1630 Account Clerk (Sch. 42.8 \$7528908)	Same
	4	4306 Collections Officer (Sch. 48.1 \$96681169)	Same
	1	4334 Investigator, Tax Collector (Sch. 52.8 \$120881463)	Same
	1	1844 Senior Management Assistant (Sch. 54.0 \$127981550)	Same
Controller	3	1876 Data Porcessing Programming & Systems Supervisor (Sch. 58.2 \$156581899)	Same
S.F. Community College District	1	1426 Senior Clerk Typist (Sch. 44.0 \$7968961)	Same
	1	1736 Computer Operator II (Sch. 45.2 \$84281018)	Same
	1	2608 Supply Room Attendant (Sch. 43.4 \$7738934)	Same
Fire	3	H-20 Lieutenant (\$1676 bi-weekly)	Same
	1	H-30 Captain (\$1915 bi-weekly)	Same
Police	7	8239 Senior Police Communications Dispatcher (Sch. 51.8 \$115281394)	Same
Recreation and Park	1	1811 Management Information Systems Specialist I (Sch. 48.8 \$99881208)	Same
Social Services	1	1231 Associate Affirmative Action Coordinator (Sch. 58.5 \$158881927)	Same
	1	1821 Management Information Systems Manager (Sch. 60.2 \$172382094)	Same
DPH/SFGH	1	2112 Medical Records Technician (Sch. 47.2 \$92581120)	Same
DPH/LHH	1	2323 Clinical Nurse Specialist (Sch. 57.5 \$151382023)	Same

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1275-88 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Office of the Mayor. (Calendar Item No. 7)

Action: Adopt staff report.

1. Approve the temporary exempt appointment of Ms. Etienne Legrand in accordance with Charter Section 8.300(5), effective November 1, 1988 until June 30, 1989.
2. Approve the appointment of Ms. Legrand at Step three (\$1588 bi-weekly) of the range for Class 1823 per Section VII-A.3.B. of the Salary Standardization Ordinance, effective November 1, 1988 until June 30, 1989.

1276-88 Retitling and amendment of the specifications for two classifications for the San Francisco International Airport. (Calendar Item No. 6)

Action: Adopt staff report.

1. Retitle and amend the specification for Class 9256 Airport Assistant General Manager, Operations and Maintenance, to Class 9256 Airport Assistant Deputy Director, Operations.
2. Retitle and amend the specification for Class 9258 Airport Assistant Deputy Director, Business Administration, to Class 9258 Airport Assistant Deputy Director, Business and Finance.
3. Status of incumbents, and eligibles from List CPE-1 (Class 9258), continues without change.
4. Amend the Annual Salary Ordinance to reflect these actions.

COMPENSATION MATTERS

2271-88 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 10)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2284-88 Salary Standardization - Fiscal Year 1989-90. (Calendar Item No. 15)

Action: Over to the Special Meeting of January 13, 1989 at 4:30 P.M., Room 52A City Hall.

EXAMINATION MATTERS

3535-88 Appeal of background rejection for Class 8304 Deputy Sheriff by Mark Osuna. (Calendar Item No. 16)

November 7, 1988: Over to the meeting of December 5, 1988 at Mr. Osuna's request.

December 5, 1988: Over to the meeting of January 9, 1989 at the request of Mr. Osuna's attorney.

EXAMINATION MATTERS (cont.)

3535-88
(cont.)

Action: Over to the meeting of January 23, 1989 at the request of Mr. Osuna's attorney.

3543-88 Appeal of background rejection for Class 8304 Deputy Sheriff by Clark A. Bowdry. (Calendar Item No. 17)

Action: Deny appeal; sustain the disqualification of Clark Bowdry by the Sheriff.

IN-SERVICE MATTERS

6103-88 Appeal from Lawrence Ardoin of the decision of the General Manager, Personnel to restrict future employability. (Calendar Item No. 19)

Action: Adopt staff report. Deny appeal of Lawrence Ardoin; sustain the decision of the General Manager, Personnel.

6123-88 Appeal of the decision of the General Manager, Personnel regarding the backdating of permanent notices of certification in Class 1872 Programmer Analyst. (Calendar Item No. 18)

Action: Adopt staff report. Deny appeal of Marcia Hooper and Gregory Jones; sustain the decision of the General Manager, Personnel.

6124-88 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6125-88 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (Calendar Item No. 11)

Action: Post for adoption at the meeting of January 23, 1989.

General Manager's Report. (Calendar Item No. 13)

Appeal of the decision of the General Manager, Personnel regarding the lay-off of Mary Ann McGuire from Class 2370 Director of Nursing, San Francisco General Hospital to Class 2368 Assistant Director of Nurses, San Francisco General Hospital. (File No. 1222-88)

General Manager's Report (cont.)

- November 7, 1988:
1. Adopt staff report; deny appeal of Mary Ann McGuire.
 2. The General Manager, Personnel to explore with the Director of Health other possibilities for status assignment of Ms. McGuire and to report back to the Commission on December 5, 1988.

December 5, 1988: Over to the meeting of January 9, 1989.

Action: Over to the meeting of February 6, 1989.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 9, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vanessa Bell, 2604 Food Service Worker, 20/E-9, Department of Public Health, Laguna Honda Hospital, 11/18/88. (Calendar Item No. 23) (4)

Action: Over to the meeting of January 23, 1989 at Ms. Bell's request.

Freddy Bryant, 7379 Electric Transit Mechanic, 6/E-10, Public Utilities Commission, San Francisco Municipal Railway, 10/20/88. (Calendar Item No. 25) (7)

December 5, 1988: Over to the meeting of January 9, 1989 at the request of Mr. Bryant's attorney.

Action: Over to the meeting of February 6, 1989 at the request of Mr. Bryant's attorney.

Yvonne Davis, 2674 Children's Center Houseparent, 2/E-10, San Francisco Unified School District, Children's Centers, 11/2/88. (Calendar Item No. 22) (3)

Action: Over to the meeting of January 23, 1989 at Ms. Davis' request.

Roger Edwards, 9213 Senior Airfield Safety Officer, 20/P-2, Airports Commission, 10/31/88. (Calendar Item No. 27) (7)

Action: No restrictions on future employment with the City and County of San Francisco as requested by the Airports Commission.

Charles Rochell, 2708 Custodian, 14/E-2, San Francisco Community College District, College Division, 10/6/88. (Calendar Item No. 21) (3)

November 7, 1988: Over to the meeting of December 5, 1988 at Mr. Rochell's request.

December 5, 1988: Over to the meeting of January 9, 1989 at the request of the San Francisco Community College District.

Action: Grant appeal. Disapprove Automatic Resignation.
Reinstate to a position in Class 2708 Custodian, San Francisco Community College District effective January 10, 1989. (Vote of 4 to 0: Commissioner Texidor del Portillo abstaining).

Glen Simmons, 2305 Psychiatric Technician, 1/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 10/31/88. (Calendar Item No. 24) (6)

Action: Over to the first meeting in May, 1989 at Mr. Simmons' request.

Helen Valiente, 9163 Transit Operator, 80/E-114, Public Utilities Commission, San Francisco Municipal Railway, 11/21/88. (Calendar Item No. 26) (7)

Action: Cancel all current examination and eligibility status. Not to be employed again by the Public Utilities Commission.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 28)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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Assistant Secretary

SPECIAL MEETING MINUTES

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JAN 19 1989

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JANUARY 13, 1989

ROOM 52A (BASEMENT) CITY HALL

4:30 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson

Excused: Commissioner Texidor del Portillo

Commissioner Lee Presided

ANNOUNCEMENTS:

1. The Civil Service Commission met in Executive Session with the City Attorney and with the General Manager, Personnel, its chief labor negotiator, on Monday, January 9, 1989 in Room 154 City Hall following the conclusion of the business on its regular meeting agenda pursuant to Sections 54956.9(b)(1) and 54957.6 of the Government Code of the State of California to discuss litigation and labor relations issues. The Commission consulted with its chief labor negotiator.
2. The Civil Service Commission will hold a Special Meeting on Monday, January 30, 1989 at 2 P.M. in Room 282 City Hall to consider the Pay Equity Report for Fiscal Year 1989-90.

COMPENSATION MATTERS

2284-88 Salary Standardization - Fiscal Year 1989-90. (Calendar Item No. 2)

January 9, 1989: Over to the Special Meeting of January 13, 1989.

Action: Adopt staff report; post for two weeks; forward to the Board of Supervisors.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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Commissioner

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Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - JANUARY 23, 1989

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

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JAN 30 1989

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Commissioner Lee presided

MINUTES: A. Regular Meeting of January 9, 1989
B. Special Meeting of January 9, 1989
C. Special Meeting of January 13, 1989
Action: Approve.

ANNOUNCEMENTS:

- A. The Civil Service Commission met in closed session with the City Attorney and with the General Manager, Personnel, its chief negotiator, on Monday, January 23, 1989 at 1 P.M. in Room 154 City Hall pursuant to Sections 54956.9(b)(1) and 54957.6 of the Government Code of the State of California to discuss labor relations issues. All the Commissioners were present. No action was taken.
- B. Due to the Washington's Birthday holiday which falls on the same day as a regular meeting of the Civil Service Commission, the Commission has cancelled its meeting of Monday, February 20, 1989.
- C. The Civil Service Commission will hold a Special Meeting on Tuesday, January 31, 1989 at 2 P.M. in Room 282 City Hall to consider the Pay Equity Report for Fiscal Year 1989-90.

CLASSIFICATION MATTERS

1005-89 Amendment and retitling of the specification for Class 2883 Director, Acquired Immunodeficiency Syndrome (AIDS) Programs. (Calendar Item No. 7)

Action: Adopt staff report.

1. Amend and retitle Class 2883 Director, Acquired Immunodeficiency Syndrome (AIDS) Programs (Sch. Z 64.7 2145B2607) to Class 2883 Associate Director, AIDS Program (Sch. Z 64.7 2145B2607).
2. Amend Section 830301 of the Annual Salary Ordinance administratively.

1006-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
358-88/89	CAO	Archeo-Tec.
359-88/89	Public Health	Victor Kramer Laundry Division, United Health Service, Inc.
360-88/89	Public Health	Project Open Hand
361-88/89	Public Health	Irwin Memorial Blook Bank
362-88/89	Public Health	ICF Technology, Inc.
363-88/89	Public Health	Alameda County Health Services Agency
364-88/89	Public Health	Superior Business Services
365-88/89	Public Health	Continuum: HIV Day Services
366-88/89	Public Works	American Society of Civil Engineers (ASCE)
367-88/89	Social Services	Tenderloin Housing Clinic
368-88/89	Public Utilities Commission	Booz Allen & Hamilton
369-88/89	Public Utilities Commission	American Computer Exchange
370-88/89	Public Utilities Commission	Perma-Cote Systems, Inc.
371-88/89	Mayor	Economics Research Associates

- Action:
1. Contracts 368-88/89 and 369-88/89 over to the meeting of February 6, 1989.
 2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1007-89 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Department of Public Works. (Calendar Item No. 8)

Action: Adopt staff report. Approve the temporary exempt appointment of Ms. Sara Pickus in accordance with Charter Section 8.300(5), to Class 5504 Project Manager II, effective January 3, 1989 until January 31, 1994.

CLASSIFICATION MATTERS (cont.)

- 1267-88 Classification of a budgeted position establishing a new classification of 2559 Director of Therapeutic Recreation Activities, Department of Public Health. (Calendar Item No. 6)
- January 9, 1989: Over to the meeting of January 23, 1989 at the request of the Department of Public Health.
- Action: Off calendar at the request of the Department of Public Health.

EXAMINATION MATTERS

- 3184-88 Appeal of staff's rejection of application for Class 6272 Senior Housing Inspector. (Calendar Item No. 15)
- Action: Adopt staff report; deny appeal of Jose R. de Leon.
- 3535-88 Appeal of background rejection for Class 8304 Deputy Sheriff by Mark Osuna. (Calendar Item No. 14)
- November 7, 1988: Over to the meeting of December 5, 1988 at Mr. Osuna's request.
- December 5, 1988: Over to the meeting of January 9, 1989 at the request of Mr. Osuna's attorney.
- January 9, 1989: Over to the meeting of January 23, 1989 at the request of Mr. Osuna's attorney.
- Action: Grant appeal; find Mark Osuna qualified as to background in this examination for Class 8304 Deputy Sheriff (Vote 4 to 1: Commissioner Lee dissenting).

IN-SERVICE MATTERS

- 4032-89 Resolution of Commendation for John C. Farrell, Controller of the City and County of San Francisco, upon his retirement after thirty-three (33) years of service. (Calendar Item No. 4)
- Action: Adopt.
- 4033-89 Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.01 - Leaves of Absence - General Requirements. (Calendar Item No. 10)
- Action: Post for adoption at the meeting of February 6, 1989.
- 4034-89 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 11)
- Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6125-88 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (Calendar Item No. 9)

January 9, 1989: Post for adoption at the meeting of January 23, 1989.

Action: Adopt.

General Manager's Report. (Calendar Item No. 12)

Preliminary Report on Fiscal Year 1989-90 Civil Service Commission Budget Request.

The Commission instructed the General Manager, Personnel to discuss the issue of further reductions in the 1989-90 Budget with the Mayor; to request restoration of additional staff positions defunded in the 1988-89 Budget in order to maintain eligible lists for all classes; to request additional funding to conduct a Comparable Worth study in an amount sufficient to conduct such a survey; and to maintain funding in the Equal Employment Opportunity Unit in order to recruit candidates so that integrated eligible lists are produced.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 23, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vanessa Bell, 2604 Food Service Worker, 20/E-9, Department of Public Health, Laguna Honda Hospital, 11/18/88. (Calendar Item No. 19) (4)

January 9, 1989: Over to the meeting of January 23, 1989 at Ms. Bell's request.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Yvonne Davis, 2674 Children's Center Houseparent, 2/E-10, San Francisco Unified School District, Children's Centers, 11/2/88. (Calendar Item No. 17) (3)

January 9, 1989: Over to the meeting of January 23, 1989 at Ms. Davis' request.

Action: Over to the meeting of February 6, 1989 at Ms. Davis' request.

Grace Pangilinan, 2320 Registered Nurse, 4/E-800, Department of Public Health, Laguna Honda Hospital, 12/13/88. (Calendar Item No. 20) (4)

Action: Off calendar (request for hearing withdrawn).

Walter Wilson, 9210 Airport Police Officer, 25/E-14, Airports Commission, 10/28/88. (Calendar Item No. 18) (4)

December 5, 1988: Over to the meeting of January 23, 1989 at the request of Mr. Wilson's attorney.

Action: Over to the meeting of February 6, 1989 at the request of Mr. Wilson's attorney.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 21)

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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SPECIAL MEETING MINUTES

DOCUMENTS DEPT.

FEB 8 1989

SAN FRANCISCO
PUBLIC LIBRARY

JANUARY 31, 1989

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Lee presided

ANNOUNCEMENTS

The Civil Service Commission met in executive session with the City Attorney pursuant to Section 54956.9 (b)(1) of the Government Code of the State of California.

No action was taken.

COMPENSATION MATTERS

2008-89 Pay Equity for Fiscal Year 1989-90. (Calendar Item No. 1)

- Action:
1. In the Benchmark for Class 2930 Psychiatric Social Worker (alternate for Class 2910 Social Worker, page 65 of staff report), delete the comparison of the State of Washington equal point class of Social Worker 2 to the San Francisco matching class of 2910 Social Worker; and delete the corresponding maximum year salary of \$28,945.00.
 2. Adopt balance of staff report; forward to the Mayor and the Board of Supervisors subject to the following:

The Civil Service Commission reiterated its concern with the "merged" class allocation methodology which has again been utilized for this report. This methodology was intended only as a temporary stopgap in light of the fact that the timeframe to complete the first survey was three months: November 1986 to February 1, 1987. The staff and the Civil Service Commission in its two previous transmittal letters to the Board and to the Mayor, January 31, 1987 and January 21, 1988, indicated "this use of the 'merged data' approach shall not be regarded as a precedent." The Commission indicated that it "concurred with its staff in that it is not comfortable with the reliability of the approach for individual classifications...."

The Commission has such concerns about the merged data method that it recommended that it would be more appropriate to base any comparable worth adjustments on those granted by jurisdictions utilizing collective bargaining rather than by the pay differentials identified in the study. The Commission further requested that the Mayor and Board be advised that the Commission does not support using the merged data method again. To that end, the Civil Service Commission directed the General Manager, Personnel, to submit a supplemental appropriation for the purpose of conducting the first phase of a city-wide classification study so that the Commission and the City can more properly fulfill its requirements under Charter mandate.

The staff report contains some of the more detailed concerns of the Commission and of its staff relative to the "merged data" approach. The major concern of the Commission relates to the specific need to authorize and have conducted a thorough point evaluation study of all miscellaneous classes in the City and County service.

The Commission also was concerned that the use of the "piggyback method" has led to a pyramiding of pay adjustments. Many of the jurisdictions currently included in the salary standardization surveys have given comparable worth adjustments to their employees. These pay equity adjustments are currently included in the salary standardization formulas to give salary increases for City and County employees this year. The piggyback method makes no adjustments for such increases and thus results in doubling of pay equity adjustments. (Vote: 3 to 2; Commissioners Donovan and Texidor del Portillo dissent.)



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - FEBRUARY 6, 1989

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

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Commissioner Lee presided

MINUTES: Regular Meeting of January 23, 1989

Action: Approve.

ANNOUNCEMENTS

Due to the Washington's Birthday Holiday which falls on the same day as a regular meeting of the Civil Service Commission, the Commission has cancelled its meeting of Monday, February 20, 1989.

CLASSIFICATION MATTERS

1006-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

January 23, 1989: Contracts 368-88/89 and 369-88/89 over to the meeting of February 6, 1989.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
368-88/89	Public Utilities Commission	Booz Allen & Hamilton
369-88/89	Public Utilities Commission	American Computer Exchange

Action: Adopt staff report; notify the Offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1017-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
372-88/89	Arts Commission	The Exploratorium
373-88/89	Arts Commission	Ruby Newman
374-88/89	Controller	J.T. Consulting, Inc.
375-88/89	Controller	Gentry, Inc.
376-88/89	Controller	Precision Writing
377-88/89	Controller	Grigsby, Brandford & Co., Inc. and Rauscher Pierce Refsnes, Inc.
378-88/89	Fire	Core Corporation
379-88/89	Public Health	Children's Home Society of California
380-88/89	Public Health	Haight Ashbury Free Clinics, Inc.
381-88/89	Public Health	Data Processing & Accounting Services
382-88/89	Public Health	Polaris Research and Development
383-88/89	Public Health	Polaris Research and Development
384-88/89	Public Health	Damon Clinical Laboratories
385-88/89	Public Health	Bayview Hunter's Point Foundation
386-88/89	Public Utilities Commission	Booz-Allen & Hamilton, Inc.
387-88/89	Public Utilities Commission	Gordon Chong & Associates
388-88/89	Public Works	Asbestos Consultants of California, Inc.
389-88/89	Public Works	CH2M-Hill, Inc.
390-88/89	Public Works	PBQ&D, Inc.
391-88/89	Retirement	Trinity Investment
392-88/89	Retirement	The Townsend Group
393-88/89	SFUSD	Testing Engineers, Inc.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1018-89 Survey of one newly budgeted position for the San Francisco International Airport. (Calendar Item No. 9)

Action: Over to the meeting of March 6, 1989 by Commission action.

CLASSIFICATION MATTERS (cont.)

1021-89 Employment rights of Joseph Sandoval and Frank Faria in accordance with Civil Service Rule 32.08(C)(3) - Lay-Off-Permanent Appointees. (Calendar Item No. 11A)

Action: Adopt staff report.

1. Approve a permanent appointment in Class 1938 Stores and Equipment Assistant Supervisor (Sch. 51.1) for Joseph Sandoval in accordance with Civil Service Rule 32.08(C)(3).
2. Approve a permanent appointment in Class 1936 Senior Storekeeper (Sch. 47.0) for Frank Faria in accordance with Civil Service Rule 32.08(C)(3).

1022-89 Classification of positions in various City departments. (Calendar Item No. 8)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller	1	1873 Software Analyst (Sch. 58.2 \$1565B1899)	Same
Superior Court	1	0647 Director, Probate (\$3550M4062)	Same
	2	0676 Research Assistant, Superior Court (\$2543M2922)	Same
	1	0680 Judicial Secretary, Superior Court (\$2467M2759)	Same
	1	0697 Judicial Clerk (\$1770M2014)	Same
	1	0821 Superior Court Computer Coordinator (\$3748M4337)	Same
Municipal Court	1	0297 Deputy Clerk (\$2426M2725)	Same
	2	0360 Deputy Clerk (\$2889M3247)	Same
	1	1652 Senior Accountant (Sch. 50.8 \$1099B1329)	Same
Municipal Railway	1	5288 Transit Planner II (Sch. 53.2 \$1232B1491)	Same
PUC/UEB	1	1844 Senior Management Assistant (Sch. 54.0 \$1279B1550)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2015-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND TITLE</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Chung Tam 5210 Senior Civil Engineer	Airports	4	4
Charles Dyckman 1868 Teleprocessing Technician	Controller	3	3
Evamarie Atijera 1424 Clerk Typist	Fire	5	5
All Employees 2230 Physician Specialist (Psychiatry)	Public Health	5	5
Arthur Lee 5206 Associate Civil Engineer	Public Works	5	5
Jennifer Goldfinger 1842 Management Assistant	Social Services	5	5
Icy Greer 1458 Legal Secretary I	Treasurer	5	5
Abraham Gabre-Ab 2585 Health Worker I	Public Health	3	3

Action: Adopt staff report.

EXAMINATION MATTERS

3003-89 Appeal of staff's denial of protest regarding the oral/performance examination for Class 3287 Assistant Recreation Supervisor. (Calendar Item No. 16)

Action: Deny staff report. Cancel and readminister oral/performance portion of this examination for Class 3287 Assistant Recreation Supervisor.

3004-89 Appeal of staff's denial of protest regarding the oral/performance examination for Class 3287 Assistant Recreation Supervisor. (Calendar Item No. 17)

Action: Deny staff report. Cancel and readminister oral/performance portion of this examination for Class 3287 Assistant Recreation Supervisor.

IN-SERVICE MATTERS

4033-89 Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.01 - Leaves of Absence - General Requirements. (Calendar Item No. 10)

January 23, 1989: Post for adoption at the meeting of February 6, 1989.

Action: Adopt.

IN-SERVICE MATTERS (cont.)

4040-89 Adoption of guidelines for the ethnic identification of employees.
(Calendar Item No. 14)

Action: Off calendar at the request of the Civil Service
Commission EEO Unit.

4069-89 Review of new personnel requisitions with Special Qualifications or
Skills and Authorization for Exception to the Order of Lay-Off if
Such Positions are Subject to Displacement. (Calendar Item No. 11)

Action: Adopt staff report; authorize exception to the order of
lay-off pursuant to Civil Service Commission Rule 32 -
Lay-Off and Involuntary Leave, Section 32.05 -
Exceptions to Order of Lay-Off, if positions requiring
special qualifications or skills are subject to
displacement. Prior to effecting any exceptions, the
department is required to canvass all more senior
employees in that department and class to determine if a
more senior employee possesses the requisite
qualifications or skills.

4070-89 Appeal from Avery Montgomery of the decision of the General Manager,
Personnel to remove his name from the eligible list for Class 2903
Eligibility Worker. (Calendar Item No. 15)

Action: Over to the meeting of March 6, 1989 by Commission
action.

4071-89 Resolution of Commendation for Demo Adams, Class 1277 Assistant
Division Manager, Civil Service Commission, upon his retirement
after thirty (30) years of service. (Calendar Item No. 4)

Action: Adopt.

4072-89 Civil Service Commission Budget Request, Fiscal Year 1989-90.
(Calendar Item No. 26)

Action: Approve with amendment to include funding for second
phase of comparable worth study; forward to the Office
of the Mayor.

General Manager's Report. (Calendar Item No. 12)

Appeal of the decision of the General Manager, Personnel regarding
the lay-off of Mary Ann McGuire from Class 2370 Director of Nursing,
San Francisco General Hospital to Class 2368 Assistant Director of
Nurses, San Francisco General Hospital.

November 7, 1988: 1. Adopt staff report; deny appeal of Mary
Ann McGuire.
2. The General Manager, Personnel to
explore with the Director of Health
other possibilities for status
assignment of Ms. McGuire and to report
back to the Commission on December 5,
1988.

December 5, 1988: Over to the meeting of January 9, 1989.

January 9, 1989: Over to the meeting of February 6, 1989.

Action: Over to the meeting of March 6, 1989.

Commissioners' New Business. (Calendar Item No. 13)

In those classifications for which the City-wide Affirmative Action Plan establishes specific employment goals and for which outreach and recruitment is conducted, the General Manager, Personnel shall report the results of the recruitment to the Civil Service Commission prior to the administration of the respective examination.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 6, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Freddy Bryant, 7379 Electric Transit Mechanic, 6/E-10, Public Utilities Commission, San Francisco Municipal Railway, 10/20/88. (Calendar Item No. 24) (7)

December 5, 1988: Over to the meeting of January 9, 1989 at the request of Mr. Bryant's attorney.

January 9, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Bryant's attorney.

Action: Over to the meeting of March 6, 1989 at the request of Mr. Bryant's attorney.

Clarke A. Claherty, 9163 Transit Operator, 32/E-126, Public Utilities Commission, San Francisco Municipal Railway, 2/16/88. (Calendar Item No. 23) (2)

April 4, 1988: Over to the meeting of April 18, 1988 at the request of Mr. Claherty's attorney.

April 18, 1988: Off calendar at the request of the Public Utilities Commission.

Action: Return name to eligible list for Class 9163 Transit Operator. No other restrictions on future employment.

Yvonne Davis, 2674 Children's Center Houseparent, 2/E-10, San Francisco Unified School District, Children's Centers, 11/2/88. (Calendar Item No. 20) (3)

January 9, 1989: Over to the meeting of January 23, 1989 at Ms. Davis' request.

January 23, 1989: Over to the meeting of February 6, 1989 at Ms. Davis' request.

Action: Over to the meeting of March 6, 1989 at the request of the San Francisco Unified School District.

John W. Hester, H-20 Lieutenant, 8/C0-1L, San Francisco Fire Department, 12/16/88. (Calendar Item No. 19) (5)

Action: Off calendar at the request of the San Francisco Fire Department.

David L. Plummer, 7514 General Laborer, 268/E-5, Department of Public Works, Bureau of Street Cleaning, 1/6/89. (Calendar Item No. 22) (2)

Action: Over to the meeting of March 6, 1989 at the joint request of Mr. Plummer and the Department of Public Works.

Allen Sanders, 7514 General Laborer, 71/E-5, Public Utilities Commission, San Francisco Municipal Railway, 12/31/88. (Calendar Item No. 25) (7)

Action: Over to the meeting of March 6, 1989 at the request of Mr. Sanders' attorney.

Walter Wilson, 9210 Airport Police Officer, 25/E-14, Airports Commission, 10/28/88. (Calendar Item No. 21) (4)

December 5, 1988: Over to the meeting of January 23, 1989 at the request of Mr. Wilson's attorney.

January 23, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Wilson's attorney.

Action: Off calendar at the request of Mr. Wilson's attorney. Mr. Wilson to remain ineligible for employment with the City and County of San Francisco. Mr. Wilson to notify the Assistant Secretary's Office when ready to proceed.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - MARCH 6, 1989

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

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Commissioner Lee presided

MINUTES: A. Special Meeting of January 31, 1989

B. Regular Meeting of February 6, 1989

Action: Approve.

ANNOUNCEMENTS:

1. The Civil Service Commission announced that it had met in Executive Session with the City Attorney on Monday, March 6, 1989 at 1 P.M. in Room 154 City Hall pursuant to Section 54956.6 of the Government Code of the State of California to confer with its chief labor negotiator in labor relations issues. All the members of the Commission were present. The Commission instructed its labor negotiator.
2. The Civil Service Commission Special Meeting announced for March 8, 1989 at 4 P.M. is cancelled.
3. The Civil Service Commission will hold a Special Meeting on Monday, March 13, 1989 at 4:30 P.M. to consider various matters related to salary standardization, Fiscal Year 1989-90.

CLASSIFICATION MATTERS

1018-89 Survey of one newly budgeted position for the San Francisco International Airport. (Calendar Item No. 5)

February 6, 1989: Over to the meeting of March 6, 1989 by Commission action.

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1018-89
(cont.)

1. Establish a new classification of 9247 Airport Emergency Planning Coordinator (J, Z Sch. 55.7 \$1388B1682). Class specification as detailed in the staff report.
2. Allocate one position approved in the Budget as A828 Airport Emergency Coordinator (J, \$1388B1682) to Class 9247 Airport Emergency Planning Coordinator.
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for the classification.

1029-89 Classification of budgeted position establishing a new classification of 2559 Director of Activity Therapy, Laguna Honda Hospital. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish new classification of 2559 Director of Activity Therapy, Laguna Honda Hospital (Sch. J, Z 54.0 \$1279B1550). Class specification as detailed in the staff report.
2. Allocate one position approved in the 1988-89 Budget as A876 Director of Therapeutic Activities (J \$1279B1550) to the new class.
3. Amend Section 850000 of the Annual Salary Ordinance administratively.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an examination for the new class.

1030-89 Classification of three budgeted positions in the new class of 2947 Hospital Eligibility Manager, Department of Public Health. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classification of 2947 Hospital Eligibility Manager (1988/89 Sch. J, Z 55.6 \$1381B1674). Class specification as detailed in the staff report.
2. Allocate three positions included in the 1988/89 Budget as 1664 Patient Accounts Manager (Sch. 57.1 \$1484B1800) to Class 2947 Hospital Eligibility Manager (Sch. J, Z 55.6 \$1381B1674).
3. Advise the Department of Public Health to revise its 1989/90 Budget to reflect this classification action.
4. Amend Section 86-01-00 of the Annual Salary Ordinance accordingly.
5. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an Examination for positions in the new class.

CLASSIFICATION MATTERS (cont.)

1032-89 Request from the Department of Public Health to establish a new Epidemiologist series of classes. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish new classifications of 2802 Epidemiologist I (1988/89 Schedule J,Z 51.4 \$1131B1368); 2803 Epidemiologist II (1988/89 Schedule J,Z 56.4 \$1436B1740) and 2804 Epidemiologist III (1988/89 Schedule, J,Z 59.4 \$1658B2014). Class specifications as detailed in the staff report.
2. Allocate one position budgeted as A880 Epidemiologist I (J, \$1078B1304) to Class 2802 Epidemiologist I (Sch. J,Z 51.4 \$1131B1368).
3. Amend Annual Salary Ordinance Section 830260 accordingly.
4. Allocate two grant-funded positions in Class 9742 Staff Assistant V, Special Project (Z \$1630 B/W) to the new class of 2803 Epidemiologist II (Sch. J,Z 56.4 \$1436B1740).
5. Allocate one grant-funded position in Class 9744 Staff Assistant VI, Special Project (Z \$1794 B/W) to the new Class 2804 Epidemiologist III (Sch. 59.4 \$1658B2014).
6. Advise the Department of Public Health to amend their 1989/90 Budget to reflect these actions.
7. Advise the Decentralized Civil Service Examination Unit of the Department of Public Health to conduct examinations for the new classes.

1033-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
394-88/89	Airport	United Engineering Technology
395-88/89	City Planning	Robert L. Harrison
396-88/89	Controller	Silicon Management Group (SMG)
397-88/89	Controller	Precision Writing
398-88/89	CAO	Deloitte Haskins & Sells
399-88/89	Public Health	The Salvation Army, A California Corporation
400-88/89	Public Health	Brian C. Kuester
401-88/89	Public Health	University of California/SFGH
402-88/89	Public Utilities Commission	Booz, Allen & Hamilton
403-88/89	Public Utilities Commission	Mundie & Associates
404-88/89	Public Utilities Commission	Camp Dresser & McKee, Inc.
405-88/89	Public Works	Robert E. Gils & Associates

CLASSIFICATION MATTERS (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
406-88/89	Public Works	GFDS Engineers
407-88/89	Public Works	Testing Engineers, Inc.
408-88/89	Real Estate	Flack & Flack
409-88/89	SFUSD	F.W. Associates, Inc.
410-88/89	SFUSD	Kwan & Associates
411-88/89	Social Services	S.F. Unified School District
412-88/89	Social Services	S.F. Educational Services
413-88/89	Superior Court/ County Clerk	National Center for State Courts
414-88/89	Controller	On-Line Business Systems
415-88/89	Public Health	University of California at S.F.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1034-89 Classification of positions in various City departments.
(Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Mayor's Office	1	9790 Assistant to Mayor V (\$1935B1935)	Same
SFCCD	1	1630 Account Clerk (Sch. 42.8 \$752B908)	1632 Senior Account Clerk (Sch. 45.7 \$862B1042)
Police	1	Q80 Captain, Police Dept. (\$2248 Bi-Weekly)	Same
Port	1	1844 Senior Management Assistant (Sch. 54.0 \$1279B1550)	Same
Public Health/ Central Office	1	1934 Storekeeper (Sch. 45.5 \$854B1032)	1922 Senior Inventory Clerk (Sch. 44.5 \$814B984)
Public Health/ SFGHMC	3	2454 Clinical Pharmacist (Sch. 59.1 \$1634B1985)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2048-89 Requests for supervisory differential adjustments as provided by
Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. 10)

Action: Over to the meeting of March 20, 1989.

COMPENSATION MATTERS (cont.)

2055-89 Reconsideration of staff denial of a request from Transport Workers Union, Local 250A, for internal salary adjustments for the Environmental Health Inspector series. (Calendar Item No. 17)

Action: Over to the Special Meeting of March 13, 1989.

2056-89 Reconsideration of staff denial of a request from the Law firm of Van Bourg, Weinberg, Roger and Rosenfeld for Pay Parity between three Architectural classes and three Engineering classes. (Calendar Item No. 18)

Action: Over to the Special Meeting of March 13, 1989.

2057-89 Reconsideration of staff denial of a request from SEIU Local #535 for an additional internal salary adjustment for Class 2948 Senior Social Service Supervisor. (Calendar Item No. 19)

Action: Over to the Special Meeting of March 13, 1989.

2058-89 Reconsideration of staff denial of a request from IFPTE Local #21 for internal salary adjustments and other salary amendments. (Calendar Item No. 25)

Action: Item

1. Re Class 5320 Illustrator & Art Designer:
Adopt staff report; deny request.
2. Re Class 6138 Industrial Hygienist:
Adopt staff report; deny request.
3. Re Class 7366 Electronic Control System Technician:
Appeal withdrawn.
4. Re Class 6272 Senior Housing Inspector and
Class 6274 Chief Housing Inspector:
Over to the Special Meeting of March 13, 1989.
5. Re Class 1804 Statistician and
Class 1806 Senior Statistician:
Adopt staff report; deny request.
6. Re Class 2556 Physical Therapist:
Adopt staff report; deny request.
7. Re Surveyor Series (Classes 5310, 5312, 5314 & 5216):
Adopt staff report; deny request.

2059-89 Reconsideration of staff denial of a request from the Department of Public Health for an internal salary adjustment for Class 2453 Supervising Pharmacist. (Calendar Item No. 20)

Action: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- 2060-89 Salary adjustments and amendments to administrative provisions arising out of the salary standardization process for 1989-90. (Calendar Item No. 16)

Action: Over to the Special Meeting of March 13, 1989.

- 2061-89 Reconsideration of staff denial of a request from United Public Employees, Local 790 for a salary adjustment for Class 8208 Park Patrol Officer. (Calendar Item No. 21)

Action: Adopt staff report; deny request.

- 2062-89 Reconsideration of staff denial of a request from United Public Employees, Local 790 for a salary adjustment for classes in the Court Clerk series. (Calendar Item No. 22)

Action: Over to the Special Meeting of March 13, 1989.

- 2063-89 Reconsideration of staff denial of a request from the Assessor's Office for a salary adjustment for classes in the Real Property Appraiser series. (Calendar Item No. 23)

Action: Adopt staff report; deny request.

- 2065-89 Reconsideration of staff denial of a request from the Office of Citizen Complaints for a salary adjustment for Class 8127 Chief Investigator, Office of Citizen Complaints. (Calendar Item No. 24)

Action: Grant internal adjustment of 2 salary steps.

IN-SERVICE MATTERS

- 4070-89 Appeal from Avery Montgomery of the decision of the General Manager, Personnel to remove his name from the eligible list for Class 2903 Eligibility Worker. (Calendar Item No. 26)

February 6, 1989: Over to the meeting of March 6, 1989 by Commission action.

Action: Over to the meeting of March 20, 1989 at the request of Mr. Montgomery's attorney.

- 4121-89 Appeal of staff decision to deny request for tuition reimbursement from Sherie Ambrose. (Calendar Item No. 27)

Action: Grant appeal of Sherie Ambrose; find her application for tuition reimbursement timely.

IN-SERVICE MATTERS (cont.)

4139-89 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 13)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4140-89 Proposed Charter amendment (First Draft) adding Section 8.441, creating a right to transfer vested vacation credits to a fellow employee who is catastrophically ill. (Calendar Item No. 11)

Action: Adopt staff report; advise the Board of Supervisors accordingly.

4141-89 Proposed Charter amendment (First Draft) adding Section 8.364, creating a right to transfer unused vested sick leave to a fellow employee who is catastrophically ill. (Calendar Item No. 12)

Action: Adopt staff report; advise the Board of Supervisors accordingly.

General Manager's Report. (Calendar Item No. 14)

Appeal of the decision of the General Manager, Personnel regarding the lay-off of Mary Ann McGuire from Class 2370 Director of Nursing, San Francisco General Hospital to Class 2368 Assistant Director of Nurses, San Francisco General Hospital.

November 7, 1988: 1. Adopt staff report; deny appeal of Mary Ann McGuire.
 2. The General Manager, Personnel to explore with the Director of Health other possibilities for status assignment of Ms. McGuire and to report back to the Commission on December 5, 1988.

December 5, 1988: Over to the meeting of January 9, 1989.

January 9, 1989: Over to the meeting of February 6, 1989.

February 6, 1989: Over to the meeting of March 6, 1989.

Action: Over to the meeting of March 20, 1989 at the request of the Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 6, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sheila Bell, 9163 Transit Operator, 567/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/4/89. (Calendar Item No. 37) (7)

Action: Over to the meeting of May 1, 1989 at the request of the Transport Workers Union.

Freddy Bryant, 7379 Electric Transit Mechanic, 6/E-10, Public Utilities Commission, San Francisco Municipal Railway, 10/20/88. (Calendar Item No. 35) (7)

December 5, 1988: Over to the meeting of January 9, 1989 at the request of Mr. Bryant's attorney.

January 9, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Bryant's attorney.

February 6, 1989: Over to the meeting of March 6, 1989 at the request of Mr. Bryant's attorney.

Action: Over to the meeting of March 20, 1989 at Mr. Bryant's request.

Arleen Dancel, 2736 Porter, 4/E-54, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/88. (Calendar Item No. 31) (3)

Action: Over to the meeting of April 3, 1989 at the request of the Department of Public Health.

Yvonne Davis, 2674 Children's Center Houseparent, 2/E-10, San Francisco Unified School District, Children's Centers, 11/2/88. (Calendar Item No. 29) (3)

January 9, 1989: Over to the meeting of January 23, 1989 at Ms. Davis' request.

January 23, 1989: Over to the meeting of February 6, 1989 at Ms. Davis' request.

February 6, 1989: Over to the meeting of March 6, 1989 at the request of the San Francisco Unified School District.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Ona L. Heckstall, 1630 Account Clerk, 202/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 8/18/87. (Calendar Item No. 34) (7)

September 21, 1987: Over to the meeting of October 5, 1987 at Ms. Heckstall's request.

October 5, 1987: Off calendar at Ms. Heckstall's request. Ms. Heckstall to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment with the City and County of San Francisco or the School Districts until final determination of future employability made by the Civil Service Commission.

Action: Off calendar at Ms. Heckstall's request. Ms. Heckstall to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment with the City and County of San Francisco or the School Districts until final determination of future employability made by the Civil Service Commission.

Wayne R. Nowell, 7514 General Laborer, 222/E-5, San Francisco Fire Department, 1/25/89. (Calendar Item No. 38) (7)

Action: Off calendar at Mr. Nowell's request. Mr. Nowell to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment with the City and County of San Francisco or the School Districts until final determination of future employability made by the Civil Service Commission.

James K. Pan, 4260 Real Property Appraiser Trainee, 8/E-3, Assessor's Office, 2/7/89. (Calendar Item No. 33) (4)

Action: Over to the meeting of April 17, 1989 at the request of Mr. Pan's attorney.

David L. Plummer, 7514 General Laborer, 268/E-5, Department of Public Works, Bureau of Street Cleaning, 1/6/89. (Calendar Item No. 32) (4)

February 6, 1989: Over to the meeting of March 6, 1989 at the joint request of Mr. Plummer and the Department of Public Works.

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Allen Sanders, 7514 General Laborer, 71/E-5, Public Utilities Commission, San Francisco Municipal Railway, 12/31/88. (Calendar Item No. 36) (7)

February 6, 1989: Over to the meeting of March 6, 1989 at the request of Mr. Sanders' attorney.

Action: Over to the meeting of April 3, 1989 at the request of Mr. Sanders' attorney.

Walter Stokes, 2708 Custodian, 38/E-1, San Francisco Unified School District, Custodial Services Division, 1/18/89. (Calendar Item No. 30) (3)

Action: Over to the meeting of April 3, 1989 at the request of Local 790.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

MARCH 13, 1989

ROOM 52-A (BASEMENT) CITY HALL

4:30 P.M.

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NOTE: The Civil Service Commission Special Meeting of March 13, 1989 was adjourned to 8:00 A.M. on March 16, 1989 in Room 282 City Hall. On March 16, 1989, items 5, 6, and 7 (File Numbers 2058-89, 2062-89 and 2064-89 respectively) were adjourned to 1:00 P.M. on March 17, 1989 in Room 52-A City Hall.

ANNOUNCEMENT:
(Made on March 16, 1989)

The Civil Service Commission met in closed session on Monday, March 13, 1989 at 4:00 P.M. and on Thursday, March 16, 1989 at 7:30 A.M. in Room 154 City Hall pursuant to Section 54956.6 of the Government Code of the State of California to confer with its chief labor negotiator in labor relations issues. All the members of the Commission were present at both sessions. The Commission instructed its labor negotiator.

MEETING OF MARCH 13, 1989 ADJOURNED TO MARCH 16, 1989

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Donovan excused for Item 3 only.

Commissioner Lee presided.

MEETING OF MARCH 13, 1989 ADJOURNED TO MARCH 17, 1989

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Texidor del Portillo

Excused: Commissioner Munson

Commissioner Lee presided

COMPENSATION MATTERS

- 2055-89 Reconsideration of staff denial of a request from Transport Workers Union, Local 250A, for internal salary adjustments for the Environmental Health Inspector series. (Calendar Item No. 2)
- March 6, 1989: Over to the Special Meeting of March 13, 1989.
- March 13, 1989: Adjourned to March 16, 1989
- Action: Adopt staff report; deny request (Vote of 4 to 1: Commissioner Lee dissents).
-
- 2056-89 Reconsideration of staff denial of a request from the Law firm of Van Bourg, Weinberg, Roger and Rosenfeld for Pay Parity between three Architectural classes and three Engineering classes. (Calendar Item No. 3)
- March 6, 1989: Over to the Special Meeting of March 13, 1989.
- March 13, 1989: Adjourned to March 16, 1989.
- Action: Grant 1.0 salary step adjustment to the following classes in the Architectural series: Class 5268 Architect, Class 5270 Senior Architect and Class 5273 Principal Architect (Commissioner Donovan excused).
-
- 2057-89 Reconsideration of staff denial of a request from SEIU Local #535 for an additional internal salary adjustment for Class 2948 Senior Social Service Supervisor. (Calendar Item No. 4)
- March 6, 1989: Over to the Special Meeting of March 13, 1989.
- March 13, 1989: Adjourned to March 16, 1989.
- Action: Off calendar; appeal withdrawn.
-
- 2058-89 Reconsideration of staff denial of a request from IFPTE Local #21 for internal salary adjustments and other salary amendments. (Calendar Item No. 5)
- March 6, 1989: Item 4 of staff report - Re Class 6272 & 6274: over to the Special Meeting of March 13, 1989.
- March 13, 1989: Adjourned to March 16, 1989.
- March 16, 1989: Adjourned to March 17, 1989.
- Action: Grant appeal; increase the salary differential from 1.5 steps to 2.0 steps for the following classes: Class 6272 Senior Housing Inspector, Class 6274 Chief Housing Inspector, Class 6238 Senior Boiler Inspector, Class 6244 Chief Plumbing Inspector, Class 6249 Senior Electrical Inspector, Class 6250 Chief Electrical Inspector, Class 6333 Senior Building Inspector, and Class 6334 Chief Building Inspector (Commissioner Munson excused).

COMPENSATION MATTERS (cont.)

- 2060-89 Salary adjustments and amendments to administrative provisions arising out of the salary standardization process for 1989-90. (Calendar Item No. 1)
- March 6, 1989: Over to the Special Meeting of March 13, 1989.
- March 13, 1989: Adjourned to March 16, 1989
- Action: Adopt staff report as amended to incorporate Civil Service Commission action of March 6, 1989 granting internal adjustment of 2 salary steps to Class 8127 Chief Investigator, Office of Citizen Complaints; notify and forward to the Board of Supervisors.
- 2062-89 Reconsideration of staff denial of a request from United Public Employees, Local 790 for a salary adjustment for classes in the Court Clerk series. (Calendar Item No. 6)
- March 6, 1989: Over to the Special Meeting of March 13, 1989.
- March 13, 1989: Adjourned to March 16, 1989.
- March 16, 1989: Adjourned to March 17, 1989.
- Action: Adopt staff report; deny request (Commissioner Munson excused).
- 2064-89 Salary standardization, 1989-90; adjustments and amendments; inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 7)
- March 13, 1989: Adjourned to March 16, 1989.
- March 16, 1989: Adjourned to March 17, 1989
- Action: Adopt staff report as amended to correct clerical errors on Class 7347 Plumber benchmark (page 11 of the staff report) that Class 7240 Water Meter Shop Supervisor I, Class 7353 Water Meter Repairer and Class 7442 Water Meter Repair Helper have a proposed step increase of 2.0 rather than 1.4 for an approximate percentage increase of 10% rather than 7% and with the following adjustments and forward to Board of Supervisors:
1. Grant internal adjustment request for Class 7219 Maintenance Estimator and Scheduler of additional 0.5 steps; and,
 2. Grant Class 2987 Director of Human Rights Commission a total internal adjustment of 1.4 steps (Commissioner Munson excused).

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CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission

Louis Hop Lee
 Carlota Texidor del Portillo
 Cleo Donovan
 Grant S. Mickins
 A. Lee Munson

President
 Vice President
 Commissioner
 Commissioner
 Commissioner

John J. Walsh
 Albert C. Walker

General Manager, Personnel
 Assistant Secretary

MINUTES

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REGULAR MEETING - MARCH 20, 1989

PART I - 2 P.M.

Present: Commissioner Lee
 Commissioner Mickins
 Commissioner Munson
 Commissioner Texidor del Portillo

Commissioner Donovan excused.

Commissioner Munson missed items: 1, 2, 4, 5, 6, 7, 8, 9, 10,
 11, 12, 18, 19 and 20.

Commissioner Lee presided.

MINUTES: Regular Meeting of March 6, 1989

Action: Approve.

CLASSIFICATION MATTERS

1043-89 Classification of one new position for the San Francisco International Airport. (Calendar Item No. 6)

Action: Adopt staff report.

1. Amend the specification for Class 9255 Airport Economic Planner. Class specification as detailed in the staff report.
2. Classify one new position in Class 9255 Airport Economic Planner (Z, Sch. 61.5 \$1835B2230).
3. Amend the Annual Salary Ordinance to reflect this action.

1044-89 Classification of one budgeted position in the new exempt classification of Technical Training Specialist, Fire Department. (Calendar Item No. 7)

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

- 1044-89 (cont.)
1. Establish a new classification of H16 Technical Training Specialist, Fire Department (\$1675B1675). Class specification as detailed in the staff report.
 2. Allocate one position approved in a supplemental appropriation as A884 Video Communications Specialist (\$1675B1675) to the new class.
 3. Recommend the new rank to be exempt from civil service provisions of the Charter pursuant to Section 3.540.
 4. Amend Section 31/03/00/1316/01001/530139/000/00/002 of the Annual Salary Ordinance administratively.

1048-89 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series as Director of a New Revenue Management System for Health Centers. (Calendar Item No. 8)

Action: Adopt staff report. Approve use of Class 9744 Staff Assistant VI, Special Project (\$1794 BW) to employ a Revenue Management System Director, Health Centers for a six month period; authorize the appointment of Beverly A. Royer to the position.

1049-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
416-88/89	SFUSD	Hygenetics, Inc.
417-88/89	Public Health	Haight Ashbury Free Clinics, Inc.
418-88/89	Public Health	Regents of the University of California/SFGH Wards 92 & 93 P.A.C.E.
419-88/89	Public Health	Center for Human Development, Inc.
420-88/89	Public Health	Project Open Hand
421-88/89	Public Health	S.F. Hearing and Speech Center
422-88/89	Pubic Health	DM Information Systems
423-88/89	Fire	Core Corporation
424-88/89	Fire	Mathis & Associates
425-88/89	Airport	Gordon H. Chong & Associates
426-88/89	Airport	Mason Tillman & Associates
427-88/89	Arts Commission	John Liikala
428-88/89	Controller	CRG - Computer Resources Group
429-88/89	Controller	The Avery Group
430-88/89	SFUSD	Smith-Emery Co.
431-88/89	SFUSD	Bissell & Karn, Inc.

CLASSIFICATION MATTERS (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
432-88/89	Public Works	F.W. Associates, Inc.
433-88/89	Public Utilities Commission	Foster Engineering, Inc.
434-88/89	Public Utilities Commission	Bules & Associates
435-88/89	Public Works	A.R. Flegal
436-88/89	Civil Service Commission	Robert F. Hicks, Ph.D.
437-88/89	Civil Service Commission	Real to Real Video Productions
438-88/89	Fire	Wes Valentine

Action:

1. Contract 421-88/89 over to the meeting of April 3, 1989 at the request of the Department of Public Health.
2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2048-89 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 5)

March 6, 1989: Over to the meeting of March 20, 1989.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3033-89 Request for promotive only examination for Class 8216 Senior Parking Control Officer. (Calendar Item No. 9)

Action: Adopt staff report; approve the Class 8216 Senior Parking Control Officer examination as a promotive only examination.

3501-89 Appeal of background rejection by Don J. Walker for Class 9210 Airport Police Officer. (Calendar Item No. 15)

Action: Over to the meeting of April 3, 1989 due to tie vote (Civil Service Commission Rule 5, Section 5.05 (C)).

3502-89 Appeal of background rejection by Willie J. Simmons for Class 9202 Airport Communications Operator. (Calendar Item No. 16)

Action: Over to the meeting of April 3, 1989 at Mr. Simmons' request.

IN-SERVICE MATTERS

- 4070-89 Appeal from Avery Montgomery of the decision of the General Manager, Personnel to remove his name from the eligible list for Class 2903 Eligibility Worker. (Calendar Item No. 14)
- February 6, 1989: Over to the meeting of March 6, 1989 by Commission action.
- March 6, 1989: Over to the meeting of March 20, 1989 at the request of Mr. Montgomery's attorney.
- Action: Adopt staff report; deny appeal of Avery Montgomery.
-
- 4152-89 Request to reinstate holdover entrance appointee to similarly-related class. (Calendar Item No. 10)
- Action: Adopt staff report; approve the permanent civil service appointment of John O'Dowd to Class 1823 Senior Administrative Analyst in accordance with Civil Service Commission Rule 32.08(C)(3). Holdover rights stemming from Class 1826 Associate Budget Analyst will terminate with this appointment.
-
- 4174-89 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 11)
- Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
-
- General Manager's Report. (Calendar Item No. 12)
- Appeal of the decision of the General Manager, Personnel regarding the lay-off of Mary Ann McGuire from Class 2370 Director of Nursing, San Francisco General Hospital to Class 2368 Assistant Director of Nurses, San Francisco General Hospital.
- November 7, 1988: 1. Adopt staff report; deny appeal of Mary Ann McGuire.
2. The General Manager, Personnel to explore with the Director of Health other possibilities for status assignment of Ms. McGuire and to report back to the Commission on December 5, 1988.
- December 5, 1988: Over to the meeting of January 9, 1989.
- January 9, 1989: Over to the meeting of February 6, 1989.
- February 6, 1989: Over to the meeting of March 6, 1989.
- March 6, 1989: Over to the meeting of March 20, 1989 at the request of the Department of Public Health.
- Action: Adopt staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 20, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Freddy Bryant, 7379 Electric Transit Mechanic, 6/E-10, Public Utilities Commission, San Francisco Municipal Railway, 10/20/88. (Calendar Item No. 20) (7)

December 5, 1988: Over to the meeting of January 9, 1989 at the request of Mr. Bryant's attorney.

January 9, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Bryant's attorney.

February 6, 1989: Over to the meeting of March 6, 1989 at the request of Mr. Bryant's attorney.

March 6, 1989: Over to the meeting of March 20, 1989 at Mr. Bryant's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Bettye Dodson, 9163 Transit Operator, 1141/E-112, Public Utilities Commission, San Francisco Municipal Railway, 1/30/89. (Calendar Item No. 19) (6)

Action: Off calendar at the request of the Public Utilities Commission.

Lytrischia A. Porchia, 2587 Health Worker III, 22/CPE-19, Department of Public Health, Laguna Honda Hospital, 2/28/89. (Calendar Item No. 18) (4)

Action: Over to the meeting of April 3, 1989 at Ms. Porchia's request.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

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REGULAR MEETING - APRIL 3, 1989

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Mickins missed items: 2 through 10

Commissioner Munson missed items: 2 through 10

Commissioner Lee presided

MINUTES: A. Regular Meeting of March 20, 1989
B. Special Meeting of March 13, 1989

Action: Approve.

CLASSIFICATION MATTERS

1049-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 4)

March 20, 1989: Contract 421-88/89 over to the meeting of April 3, 1989 at the request of the Department of Public Health.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
421-88/89	Public Health	S.F. Hearing and Speech Center

Action: Over to the meeting of April 17, 1989.

CLASSIFICATION MATTERS (cont.)

1052-89 Request to make a temporary exempt appointment in Class 2119 Health Care Analyst per Charter Section 8.300(5). (Calendar Item No. 7)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in Class 2119 Health Care Analyst in accordance with Charter Section 8.300(5) for a period not to exceed one year pending examination action.
2. Approve the appointment of Ms. Nancy Hansen to the position at the third step (\$1535 bi-weekly) of the range for Class 2119 Health Care Analyst per Section VII-A.3B of the Salary Standardization Ordinance.

1054-89 Classification of a budgeted position establishing a new classification of 2553 Director of Volunteer Services, Laguna Honda Hospital. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classification of 2553 Director of Volunteer Services (1988-89 Sch. J, Z 54.0 \$1279B1550, 1989-90 Sch. J, Z 55.9 \$1401B1698). Class specification as detailed in the staff report.
2. Allocate one position approved in the 1988-89 Budget as A875 Director of Volunteer Services (J \$1279B1550) to the new classification.
3. Amend Section 85-00-00 of the Annual Salary Ordinance accordingly.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an examination for the class.

1057-89 Request to make a temporary exempt appointment in Class 1232 Training Officer per Charter Section 8.300(5). (Calendar Item No. 9)

Action: Adopt staff report.

1. Approve a temporary exempt appointment to a position in Class 1232 Training Officer in accordance with Charter Section 8.300(5) through June 30, 1989.
2. Approve an exempt appointment to the position at the third step (\$1388 bi-weekly) of the range for Class 1232 per Section VII A.3C of the Salary Standardization Ordinance.

1058-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
439-88/89	Controller	Thorn EMI Computer Software
440-88/89	Controller	On-Line Business Systems
441-88/89	District Attorney	Dr. Grace Dammann
442-88/89	Mayor	Manatos & Manatos

CLASSIFICATION MATTERS (cont.)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1058-89 (cont.)	443-88/89	Mayor	Reeves Consulting Services
	444-88/89	Public Health	Patrizia DiLucchio
	445-88/89	Public Health	Barbara Koenig
	446-88/89	Public Health	S.F. Mental Health Education Funds, Inc.
	447-88/89	Public Health	Patients' Rights Advocacy Services, Inc.
	448-88/89	Public Health	Arriba Juntos/Institute for the Arts of Living
	449-88/89	Public Health	Support Services for Elders, Inc.
	450-88/89	Public Health	Swords to Plowshares, Michael A. Blecker
	451-88/89	Public Health	Volunteer Center of S.F.
	452-88/89	Public Utilities Commission	Environmental Internship Program/CA
	453-88/89	Public Works	Reed Corp.
	454-88/89	Public Works	Signet Testing Laboratory, Inc.
	455-88/89	Public Works	Henry L. Chapot & Associates
	456-88/89	Public Works	Wessel Associates/Kinya Tsuruta Associates, A Joint Venture
	457-88/89	SFUSD	Tectonics
	458-88/89	SFUSD	Hardison, Komatsu, Ivelich, Tucker
	459-88/89	SFUSD	Finger & Moy
	460-88/89	Recreation & Park	S.F. League of Urban Gardeners (SLUG)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2106-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kathleen Kelly 8178 Senior Attorney	City Attorney	4	4
Kate Herrmann 8178 Senior Attorney	City Attorney	3	3
Richard Hechler 8176 Trial Attorney	District Attorney	5	5
Brenda Lauer 2145 Hospital Associate Administrator	Public Health	5	5

COMPENSATION MATTERS (cont.)

2106-89 (cont.)	Maryellen Talias 2320 Registered Nurse	Public Health	2	2
	Karen Ludwell 9202 Airport Communications Operator	Airport	5	5
	Linda Doyle 1426 Senior Clerk Typist	Public Health	3	3
	Bruce Chan 8176 Trial Attorney	Public Defender	5	5
	Elson S. Hao 5254 Associate Mechanical Engineer	Public Utilities Commission	5	5
	Reynaldo P. Feril 5266 Architectural Associate II	Public Works	3	3
	Doris Urbina 1446 Secretary II	Public Health	5	5

Action: Adopt staff report as amended by addendum report to correct step adjustment for Reynaldo P. Feril.

EXAMINATION MATTERS

3501-89 Appeal of background rejection by Don J. Walker for Class 9210 Airport Police Officer. (Calendar Item No. 13)

March 20, 1989: Over to the meeting of April 3, 1989 due to tie vote (Civil Service Commission Rule 5, Section 5.05 (C)).

Action: Adopt staff report; deny appeal of Don J. Walker (Vote of 3 to 2: Commissioners Mickins and Texidor del Portillo dissenting).

3502-89 Appeal of background rejection by Willie J. Simmons for Class 9202 Airport Communications Operator. (Calendar Item No. 14)

March 20, 1989: Over to the meeting of April 3, 1989 at Mr. Simmons' request.

Action: Adopt staff report; deny appeal of Willie J. Simmons.

IN-SERVICE MATTERS

4223-89 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 10)

IN-SERVICE MATTERS (cont.)

4223-89

(cont.)

Action:

Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

General Manager's Report (Calendar Item No. 11)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 3, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Margaret Boghosian, 1454 Executive Secretary III, 15/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 3/28/89. (5)

Action: Approve. Reinstate to a position in the class from which promoted in Class 1452 Executive Secretary II. Return name to the list for Class 1454 Executive Secretary III.

Paul Cannon, 2736 Porter, 34/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 2/4/89. (Calendar Item No. 18) (3)

Action: Off calendar at the request of the Department of Public Health.

Maurice Barry Carter, 7430 Assistant Electronic Maintenance Technician, 2/E-5, Public Utilities Commission, Hetch Hetchy Water & Power, 3/22/89. (Calendar Item No. 24) (7)

Action: Over to the meeting of May 1, 1989 at Mr. Carter's request.

Arleen Dancel, 2736 Porter, 4/E-54, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/88. (Calendar Item No. 17) (3)

March 6, 1989: Over to the meeting of April 3, 1989 at the request of the Department of Public Health.

Action: Off calendar at the request of the Department of Public Health.

Perry D. Florio, 7346 Painter, 20/E-7, Department of Public Works, 2/16/89. (Calendar Item No. 20) (3)

Action: Off calendar at the request of the Department of Public Works.

Sylvester Koche, 7328 Operating Engineer, Universal, 13/E-2, Airports Commission, 2/28/89. (Calendar Item No. 25) (7)

Action: Off calendar at the request of Civil Service Commission Equal Employment Opportunity Unit pending investigation of discrimination complaint.

Gilberto Naves, 7346 Painter, 15/E-7, Department of Public Works, 2/1/89. (Calendar Item No. 21) (3)

Action: Over to the meeting of April 17, 1989 at Mr. Naves' request.

Lytrischia A. Porchia, 2587 Health Worker III, 22/CPE-19, Department of Public Health, Laguna Honda Hospital, 2/28/89. (Calendar Item No. 26) (4)

March 20, 1989: Over to the meeting of April 3, 1989 at Ms. Porchia's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service.

Allen Sanders, 7514 General Laborer, 71/E-5, Public Utilities Commission, San Francisco Municipal Railway, 12/31/88. (Calendar Item No. 23) (7)

February 6, 1989: Over to the meeting of March 6, 1989 at the request of Mr. Sanders' attorney.

March 6, 1989: Over to the meeting of April 3, 1989 at the request of Mr. Sanders' attorney.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of a recognized rehabilitation program.

Walter Stokes, 2708 Custodian, 38/E-1, San Francisco Unified School District, Custodial Services Division, 1/18/89. (Calendar Item No. 19) (3)

March 6, 1989: Over to the meeting of April 3, 1989 at the request of Local 790.

Action: Off calendar at the request of the San Francisco Unified School District.

Steven D. Williams, 9163 Transit Operator, 60/E-126, Public Utilities Commission, San Francisco Municipal Railway, 2/24/89. (Calendar Item No. 22) (2)

Action: No restriction on future employment.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

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CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary



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REGULAR MEETING - APRIL 17, 1989

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PART I - 2 P.M.

PRESENT: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of April 3, 1989

Action: Approve.

ANNOUNCEMENT: The Civil Service Commission met in closed session today at 1:30 P.M. pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation. All the Commissioners were present. The Commission ordered that a Special Meeting be scheduled for Thursday, April 20, 1989 at 12 Noon at a location to be announced.

CLASSIFICATION MATTERS

1049-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 4)

March 20, 1989: Contract 421-88/89 over to the meeting of April 3, 1989 at the request of the Department of Public Health.

April 3, 1989: Over to the meeting of April 17, 1989.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
421-88/89	Public Health	S.F. Hearing and Speech Center

Action: Adopt staff report; notify the Offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1061-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
461-88/89	Airport	Intersec, Inc.
462-88/89	Airport	Janis Bell
463-88/89	Airport	Industrial Back Institute, Inc.
464-88/89	Airport	Mary B. McNeil
465-88/89	Fire	Anti-Defamation League of B'nai B'rith-Richard S. Hirschhaut
466-88/89	Fire	Mathis & Associates
467-88/89	Human Rights Commission	BPA Economics, Inc.
468-88/89	Mayor's Office	Catholic Charities-Sunset Office
469-88/89	Mayor's Office	Catholic Charities-Status Offender Supervision
470-88/89	Mayor's Office	Young Community Developers
471-88/89	Mayor's Office	Catholic Charities-Status Offender Program
472-88/89	Mayor's Office	Catholic Charities-Mission District
473-88/89	Mayor's Office	Morrisania West
474-88/89	Mayor's Office	Legal Services for Children
475-88/89	Mayor's Office	S.F. Educational Services
476-88/89	Mayor's Office	Central City Hospitality House
477-88/89	Mayor's Office	Chinatown Youth Services
478-88/89	Public Health	National Council on Alcoholism-Bay Area
479-88/89	Public Health	Global Health Systems, Inc.
480-88/89	Public Health	Chinn Accountancy Corp., Regan Chinn
481-88/89	Public Utilities Commission	Camp Dresser & McKee
482-88/89	Public Utilities Commission	Manna Consultants, Inc.
483-88/89	Public Works	Stone Marraccini and Patterson
484-88/89	Public Works	Towill, Inc.
485-88/89	Recreation & Park	LSK Associates, Dr. Lynn Sandra Kahn

Action: Adopt staff report; notify the Offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1063-89 Classification of positions in various City departments.
 (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	5303 Supervisor, Traffic and Street Signs (Sch. 54.8 \$132981611)	Same
	2	5364 Civil Engineering Associate (Sch. 52.8 \$120881463)	Same
	1	5208 Civil Engineer (Sch. 60.3 \$173182104)	Same
	1	1821 MIS Manager (Sch. 60.2 \$172382094)	Same
	1	1819 MIS Specialist III (Sch. 56.7 \$145781765)	Same
	1	1811 MIS Specialist I (Sch. 48.8 \$99881208)	Same
Public Health Central Office	1	2820 Senior Health Program Planner (Sch. 57.2 \$149181809)	Same
Social Services	1	1446 Secretary II (Sch. 46.0 \$87481057)	Same
Controller	1	1220 Payroll Clerk (Sch. 46.4 \$89181078)	Same

Action: Adopt staff report.

EXAMINATION MATTERS

3028-89 Reconsideration of staff's denial regarding appeal of
 oral/performance examination for Class 1272 Senior Departmental
 Personnel Officer. (Calendar Item No. 10)

Action: Adopt staff report; deny appeal of Kathleen Hurley.

3506-89 Regarding the examination for Class 8310 Sheriff's Lieutenant.
 (Calendar Item No. 11)

Action: Over to the meeting of May 1, 1989.

IN-SERVICE MATTERS

4263-89 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 7)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 17, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Robert Alonzo Clark, 2140 Hospital Administrative Assistant, LT, Department of Public Health, San Francisco General Hospital Medical Center, 7/10/85. (Calendar Item No. 16) (6)

September 16, 1985: Over to the meeting of October 7, 1985 at the request of Mr. Clark's attorney.

October 7, 1985: Over to the meeting of October 21, 1985 at the request of Mr. Clark's attorney.

October 21, 1985: Over to the meeting of November 4, 1985 at the request of Mr. Clark's attorney.

November 4, 1985: Off calendar at the request of Mr. Clark's attorney. Mr. Clark or his representative to contact the Assistant Secretary when prepared to proceed. Ineligible for any future employment with the City and County pending final resolution of this matter by the Civil Service Commission.

Action: No restrictions on future employment.

Elise Edmond, 8173 Legal Assistant, 15/E-1, Office of the City Attorney, 3/27/89. (Calendar Item No. 17) (7)

Action: Over to the meeting of May 15, 1989 at Ms. Edmond's request.

Gilberto Naves, 7346 Painter, 15/E-7, Department of Public Works, 2/1/89. (Calendar Item No. 13) (3)

April 3, 1989: Over to the meeting of April 17, 1989 at Mr. Naves' request.

Action: Over to the meeting of May 1, 1989 at the request of the Painters Union.

James K. Pan, 4260 Real Property Appraiser Trainee, 8/E-3,
Assessor's Office, 2/7/89. (Calendar Item No. 15) (4)

March 6, 1989: Over to the meeting of April 17, 1989 at
the request of Mr. Pan's attorney.

Action: Off calendar at the request of the Office of the
Assessor.

Walter Wilson, 9210 Airport Police Officer, 25/E-14, Airports
Commission, 10/28/88. (Calendar Item No. 14) (4)

December 5, 1988: Over to the meeting of January 23, 1989 at
the request of Mr. Wilson's attorney.

January 23, 1989: Over to the meeting of February 6, 1989 at
the request of Mr. Wilson's attorney.

February 6, 1989: Off calendar at the request of Mr. Wilson's
attorney. Mr. Wilson to remain ineligible
for employment with the City and County of
San Francisco. Mr. Wilson to notify the
Assistant Secretary's Office when ready to
proceed.

Action: Over to the meeting of May 1, 1989 by joint request of
the Airports Commission and Mr. Wilson's attorney.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T

In memory of Alvin W. Schaaf, Personnel Director of the Recreation
and Park Department, who died on April 5, 1989.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

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REGULAR MEETING - MAY 1, 1989

MAY 8 1989

PART I - 2 P.M.

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PUBLIC LIBRARY

PRESENT: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

(Items Missed: 2, 4, 5, 6,
7, 8, 9, 10, 11, 12, 13
and 14)

Commissioner Lee presided

MINUTES: Regular Meeting of April 17, 1989
Special Meeting of April 20, 1989

Action: Approve.

CLASSIFICATION MATTERS

1070-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
486-88/89	City Attorney	Pamela S. Jue
487-88/89	District Attorney	Nancy Lemon
488-88/89	District Attorney	Victoria Edwards
489-88/89	Juvenile Court	National Council on Crime and Delinquency
490-88/89	Mayor	Robert L. Harrison
491-88/89	Port	Respiratory Medical Group, Inc.
492-88/89	Public Health	Peter B. Harrison, M.D.
493-88/89	Public Health	International Institute
494-88/89	Public Health	Mission Neighborhood Health Center

CLASSIFICATION MATTERS (cont.)

1070-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
495-88/89	Public Utilities Commission	Elcamino Crop Supply
496-88/89	Public Works	Benix Environmental Research, Inc.
497-88/89	Public Works	Smith-Emery Company
498-88/89	SFUSD	Hall-Kimbrell Environmental Services
499-88/89	Social Services	Hamilton Family Center
500-88/89	Social Services	Glide Foundation
501-88/89	Social Services	Central City Hospitality House
502-88/89	Social Services	Holy Order of Mans-Raphael House
503-88/89	Social Services	The Episcopal Sanctuary
504-88/89	Social Services	Salvation Army
505-88/89	Social Services	St. Vincent de Paul
506-88/89	Social Services	Dolores Street Community Center
507-88/89	Social Services	Ralph Andersen & Associates
508-88/89	Superior Court/ County Clerk	National Center for State Courts
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1071-89 Request from the Department of Public Health to establish a new Radiologic Technologist series of classes. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classifications of:

- A. 2493 Associate Radiologic Technologist (1988-89 Salary Sch. J, 49.1 \$1013B1226, 1989-90 Sch. J, 50.9 \$1104B1336).
- B. 2494 Staff Radiologic Technologist (1988-89 Salary Sch. J, 50.3 \$1073B1298, 1989-90 Sch. J, 52.1 \$1169B1414).
- C. 2495 Senior Radiologic Technologist (1988-89 Salary Sch. 51.6 \$1141B1381, 1989-90 Sch. J, 53.4 \$1243B1506).
- D. 2496 Radiologic Technologist Supervisor (1988-89 Salary Sch. 53.1 \$1226B1484, 1989-90 Sch. J, 54.9 \$1336B1618).
- E. 2498 Director, Radiology (1988-89 Salary Sch. J, Z 62.4 \$1918B2332, 1989-90 Sch. J, Z 64.2 \$2094B2545).

Class specifications as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1071-89
(cont.)

2. Reallocate 20 positions in Class 2425 Radiologic Technologist I (Sch. 48.3 \$975B1180), 21 positions in Class 2426 Radiologic Technologist II (Sch. 49.1 \$1013B1226) and one newly budgeted position in Class 2427 Radiologic Technologist III (Sch. 50.3 \$1073B1298) to Class 2494 Staff Radiologic Technologist (Sch. 50.3 \$1073B1298) when such action does not adversely affect permanent incumbents.
3. Reallocate 9 positions in Class 2427 Radiologic Technologist III (Sch. 50.3 \$1073B1298) to Class 2495 Senior Radiologic Technologist (Sch. 51.6 \$1141B1381) when such action does not adversely affect permanent incumbents.
4. Reallocate 6 positions in Class 2428 Supervising Radiologic Technologist I (Sch. 51.6 \$1141B1381) and one position in Class 2429 Supervising Radiologic Technologist II (Sch. 53.1 \$1226B1484) to Class 2496 Radiologic Technologist Supervisor (Sch. 53.1 \$1226B1484) when such action does not adversely affect permanent incumbents.
5. Allocate one position newly budgeted as A985 Radiology Director (Sch. J, SC \$1918B2332) to Class 2498 Director, Radiology (Sch. J, Z 62.4 \$1918B2332) when such action does not adversely affect the permanent incumbent.
6. Reallocate one position in Class 2441 Diagnostic Medical Sonographer I (Sch. 48.8 \$998B1208) to Class 2442 Diagnostic Medical Sonographer II (Sch. 51.3 \$1125B1362) when such action does not adversely affect the permanent incumbent.
7. Abolish Classes 2425 Radiologic Technologist I, 2426 Radiologic Technologist II, 2427 Radiologic Technologist III, 2428 Supervising Radiologic Technologist I, 2429 Supervising Radiologic Technologist II, 2431 Chief Radiologic Technologist, and 2438 Administrative Director, Radiology when such action does not adversely affect permanent incumbents.
8. Advise the Department of Public Health to submit a Supplemental Appropriation Request to provide for new classifications reflected in this report.
9. Amend Sections 83-02-60, 85-00-00 and 86-01-00 of the Annual Salary Ordinance accordingly.
10. Advise the Decentralized Civil Service Examination Unit of the Department of Public Health to conduct examinations for the new class.

1072-89 Classification of positions in various City departments.
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Assessor	2	4260 Real Property Appraiser Trainee (895B895)	4265 Senior Real Property Appraiser (Sch. 54.4 \$1304B1580)
County Clerk	1	8106 Legal Process Clerk (Sch. 43.0 \$758B916)	Same

CLASSIFICATION MATTERS (cont.)

1072-89
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
County Clerk	1	8108 Senior Legal Process Clerk (Sch. 44.9 \$830B1003)	Same
	1	8113 Court Clerk (Sch. 52.7 \$1203B1457)	Same
S.F. Community College District	1	1424 Clerk Typist (Sch. 42.1 \$728B878)	1426 Senior Clerk Typist (Sch. 44.0 \$796B961)

Action: Adopt staff report.

1073-89 Request to utilize Class 9746 Staff Assistant VII, Special Project (\$2066 B/W) as a Manager, Personnel Systems in the Civil Service Commission. (Calendar Item No. 9)

Action: Adopt staff report. Approve the use of Class 9746 Staff Assistant VII, Special Project (\$2066 B/W) to employ a Manager, Personnel Systems pending completion of a City-wide survey of MIS positions. Authorize the appointment of Lawrence Garcia to the position.

COMPENSATION MATTERS

2132-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Leo Fermin 9255 Airport Economic Planner	Airport	3	3
Deborah B. Honig 8178 Senior Attorney, Civil & Criminal	Treasurer/ Tax Collector	5	5
Peter M. Jamero 2986 Director, Human Rights Commission	Human Rights Commission	5	5
Cesar Y. Formosa 5238 Associate Electrical Engineer	Public Utilities Commission	5	5
Kevin O. Moss 9210 Airport Police Officer	Airport	4	4
Forest Thornberry 9210 Airport Police Officer	Airport	5	5
Julie Martchenke 2320 Registered Nurse	Public Health	5	5
Wendy Iwata 9391 Public Relations Representative	Port	5	5

COMPENSATION MATTERS (cont.)

2132-89
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Sharon Heath 8174 Attorney, Civil & Criminal	Sheriff	5	5
Action: Adopt staff report.			

2133-89 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2134-89 Salary Standardization, Fiscal Year 1989-90, for Registered Nurse classifications (Charter Section 8.403). (Calendar Item No. 10)

Action: Adopt staff report; forward to the Board of Supervisors.

EXAMINATION MATTERS

3039-89 Petition to repeal the Specialized Experience Provision on the February 6, 1989 amended and reissued announcements for Class 1654 Principal Accountant and Class 1656 Head Accountant. (Calendar Item No. 16)

Action: Adopt staff report; deny petition.

3263-89 Request that the announcements for Class 2494 Staff Radiologic Technologist, 2495 Senior Radiologic Technologist, and 2496 Radiologic Technologist Supervisor be issued on a promotive only basis. (Calendar Item No. 12)

Action: Adopt staff report; approve request as specified in number 3 of the staff report.

3506-89 Regarding the examination for Class 8310 Sheriff's Lieutenant. (Calendar Item No. 13)

April 17, 1989: Over to the meeting of May 1, 1989.

Action: Over to the meeting of May 15, 1989 at the request of staff and the Deputy Sheriff's Association.

IN-SERVICE MATTERS

4307-89 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 11)

IN-SERVICE MATTERS

4307-89

(cont.) Action:

Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 1, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sheila Bell, 9163 Transit Operator, 567/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/4/89. (Calendar Item No. 24) (7)

March 6, 1989: Over to the meeting of May 1, 1989 at the request of the Transport Workers Union.

Action: Over to the meeting of May 15, 1989 at Ms. Bell's request.

Regenia Bryant, 2736 Porter, 38/E-55, Department of Public Health, San Francisco General Hospital Medical Center, 3/21/89. (Calendar Item No. 23) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Clifford Cannon-Cin, 8113 Court Clerk, 2/CPE-3, County Clerk, 8/26/88. (Calendar Item No. 21) (2)

November 7, 1988: Off calendar at the request of the Civil Service Commission EEO Unit. Mr. Cannon-Cin to remain ineligible for all employment with the City and County of San Francisco pending final resolution of this matter.

Action: Return name to eligible list for Class 8113 Court Clerk. Not to be employed again by the Office of the County Clerk.

Maurice Barry Carter, 7430 Assistant Electronic Maintenance Technician, 2/E-5, Public Utilities Commission, Hetch Hetchy Water & Power, 3/22/89. (Calendar Item No. 25) (7)

April 3, 1989: Over to the meeting of May 1, 1989 at Mr. Carter's request.

Action: No restrictions on future employment as recommended by the Public Utilities Commission.

Gilberto Naves, 7346 Painter, 15/E-7, Department of Public Works, 2/1/89. (Calendar Item No. 19) (3)

April 3, 1989: Over to the meeting of April 17, 1989 at Mr. Naves' request.

April 17, 1989: Over to the meeting of May 1, 1989 at the request of the Painters Union.

Action: Off calendar at the request of the Department of Public Works.

Angela M. Pecot, 1736 Computer Operator II, 2/CPE-12, Office of the Controller, ISD, 4/7/89. (Calendar Item No. 18) (5)

Action: Over to the meeting of May 15, 1989 at Ms. Pecot's request.

Glen Simmons, 2305 Psychiatric Technician, 1/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 10/31/88. (Calendar Item No. 22) (6)

January 9, 1989: Over to the first meeting in May, 1989 at Mr. Simmons' request.

Action: Over to the meeting of June 5, 1989 at Mr. Simmons' request. The Commission stipulated that this would be a final continuance.

Walter Wilson, 9210 Airport Police Officer, 25/E-14, Airports Commission, 10/28/88. (Calendar Item No. 20) (4)

December 5, 1988: Over to the meeting of January 23, 1989 at the request of Mr. Wilson's attorney.

January 23, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Wilson's attorney.

February 6, 1989: Off calendar at the request of Mr. Wilson's attorney. Mr. Wilson to remain ineligible for employment with the City and County of San Francisco. Mr. Wilson to notify the Assistant Secretary's Office when ready to proceed.

April 17, 1989: Over to the meeting of May 1, 1989 by joint request of the Airports Commission and Mr. Wilson's attorney.

Action: Over to the meeting of June 5, 1989. The Airports Commission to submit the documentation requested by the Commission.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T

55
5/89



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - MAY 15, 1989

PART I - 2 P.M.

DOCUMENTS DEPT.

MAY 18 1989

PRESENT: Commissioner Donovan
Commissioner Lee
Commissioner Mickins

SAN FRANCISCO
PUBLIC LIBRARY

EXCUSED: Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of May 1, 1989

Action: Approve.

CLASSIFICATION MATTERS

1069-89 Request from the Chief Administrative Officer to create nine new classifications for the new Animal Control Program.
(Calendar Item No. 7)

Action: Adopt staff report.

1. Establish the following new classifications:

- a. 1120 Director of Animal Care and Control (FY 1988-89: J,Z \$2496B2496)(FY 1989-90: J,Z \$2752B2752).
- b. 1121 Deputy Director of Animal Care and Control (FY 1988-89: J,Z \$1773B1773)(FY 1989-90: J,Z \$1955B1955).
- c. 3373 Animal Control Supervisor (J,Z Sch. 50.7 \$1093B1323).
- d. 3372 Animal Control Officer (J Sch. 44.0 \$796B961).
- e. 2292 Shelter Veterinarian (J,Z Sch. 56.2 \$1421B1723).
- f. 3371 Animal Care Supervisor (J,Z Sch. 50.7 \$1093B1323).

CLASSIFICATION MATTERS

1069-89
(cont.)

- g. 3370 Animal Care Attendant (FY 1988-89: J Sch. 42.3 \$735B887)(FY 1989-90: J Sch. 42.9 \$755B912).
- h. 1435 Shelter Office Supervisor (FY 1988-89: J Sch. 47.9 \$956B1158)(FY 1989-90: J Sch. 49.6 \$1037B1255).
- i. 1434 Shelter Service Representative (FY 1988-89: J Sch. 41.2 \$697B842)(FY 1989-90: J Sch. 42.9 \$755B912).

Class specifications as detailed in the staff report.

- 2. Allocate one position approved in a supplemental appropriation as 9767 Assistant to CAO VIII (\$2496B2496) to Class 1120 Director of Animal Care and Control.
- 3. Advise the department to change its 1989-90 Budget to reflect these actions.
- 4. Amend Section 70/20/00/7201/01001/421016/000/00/020 of the Annual Salary Ordinance administratively.

1076-89 Request to make a temporary exempt appointment in Class 2574 Clinical Psychologist per Charter Section 8.300(5). (Calendar Item No. 8)

Action: Adopt staff report.

- 1. Approve an exempt appointment to a position in Class 2574 Clinical Psychologist in accordance with Charter Section 8.300(5) for a period not to exceed one year pending the examination.
- 2. Approve the appointment of Jonathan Pesner, Ph.D. to the position at the fifth step (\$1844 B/W) of the range for Class 2574 Clinical Psychologist per Section VII.A.3.B of the Salary Standardization Ordinance.

1083-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
509-88/89	Airport	Dennis J. Opatrny
510-88/89	Airport	Janene Frahm
511-88/89	District Attorney	Marya Grambs
512-88/89	Fire	Core Corporation
513-88/89	Police	Personnel Decisions, Inc.
514-88/89	Port	Flanagan & Associates
515-88/89	Public Health	University of California/SFGH Family Planning Clinic
516-88/89	Public Health	UCSF - Department Epidemiology & International Medicine
517-88/89	Controller	Northwest Systems Group, Inc.

1083-89
(cont.)

CLASSIFICATION MATTERS

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
518-88/89	Public Health	Midwest Investory Service, Inc.
519-88/89	Public Health	Transcription Stat, Inc.
520-88/89	Public Health	Bay Area Transcription Services, Inc.
521-88/89	Public Health	Efficient Medical Transportation
522-88/89	Public Health	Haight Ashbury Free Clinics, Inc.
523-88/89	Public Health	The Episcopal Sanctuary
524-88/89	Public Health	Walden House, Inc.
525-88/89	Public Health	Westside Community Mental Health Center, Inc.
526-88/89	Public Utilities Commission	Community Energy Services Corp.
527-88/89	Public Utilities Commission	Camp Dresser and McKee, Inc.
528-88/89	Public Utilities Commission	Perma-Cote Systems, Inc.
529-88/89	Public Works	Trans Pacific Geotechnical Consultants, Inc.
530-88/89	Public Works	Kaplan, McLaughlin and Diaz
531-88/89	SFUSD	Signet Testing Labs
532-88/89	SFUSD	Hall-Kimbrell Environmental Services
533-88/89	Sheriff	Sandra Schwartz
534-88/89	Social Services	J. Donald Cohon, Ph.D.
535-88/89	Social Services	Linda Tucker
536-88/89	Social Services	St. Benedicts Interpreting Service
537-88/89	Social Services	Catholic Charities-Hearing Impaired Program
538-88/89	Social Services	Association for Retarded Citizens
539-88/89	Social Services	State of California, Employment Development Department
540-88/89	Social Services	Geneva Social Development Center
541-88/89	Social Services	Valata Jenkins-Monroe, Ph.D.
542-88/89	Social Services	Alicia F. Lieberman, Ph.D.
543-88/89	Social Services	Carolyn B. Block, Ph.D.
544-88/89	Treasurer/Tax Collector	NCR

1083-89
(cont.)

CLASSIFICATION MATTERS

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
545-88/89	Treasurer/Tax Collector	Computer Assist
546-88/89	Controller	Expert Group, Inc.
547-88/89	Controller	Computer Resources Group, Inc.

Action: 1. Contract Number 509-88/89 off calendar at the
 request of the Airports Commission.

 2. Adopt staff report on all remaining contracts;
 notify the offices of the Controller and the
 Purchaser.

COMPENSATION MATTERS

2145-89 Request for appointment above the entrance rate for various
employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patricia Higa 8178 Senior Attorney	City Attorney	2	2
Barbara O'Hearn 1105 Executive Director, Rent Arbitration Board	Rent Arbitration Board	3	3
Margo Cowan 4119 Performing Arts Center Aide	War Memorial	5	5
Richard Kaihara 6120 Environmental Health Inspector	Public Health	5	5
Frank Fernandez 8176 Trial Attorney	Public Defender	4	4

Action: Adopt staff report.

EXAMINATION MATTERS

3065-89 Reconsideration of staff denial for waiver of typing requirement on
Classes 1450 Executive Secretary I, 1452 Executive Secretary II, and
1454 Executive Secretary III announcement issued March 17, 1989.
(Calendar Item No. 14)

Action: Over to the meeting of June 5, 1989 due to the lack of a
majority vote.

3506-89 Regarding the examination for Class 8310 Sheriff's Lieutenant.
(Calendar Item No. 13)

April 17, 1989: Over to the meeting of May 1, 1989.

May 1, 1989: Over to the meeting of May 15, 1989 at the
request of staff and the Deputy Sheriff's
Association.

EXAMINATION MATTERS

3506-89
(cont.)

Action: Over to the meeting of June 5, 1989 due to the absence of two members of the Commission.

IN-SERVICE MATTERS

4346-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Lay-Off if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4355-89 Proposed amendment to Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification. (Calendar Item No. 10)

Action: Post for adoption following meet and confer with employee organizations.

4356-89 Resolution of Commendation for Carol M. Sam, Senior Personnel Analyst, Civil Service Commission, upon her promotion to Senior Departmental Personnel Officer, Recreation and Park Department. (Calendar Item No. 4)

Action: Adopt.

General Manager's Report. (Calendar Item No. 11)

The General Manager reported on the status of the investigation of allegations of impropriety in the examination for the Director of Juvenile Hall.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 15, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sheila Bell, 9163 Transit Operator, 567/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/4/89. (Calendar Item No. 19) (7)

March 6, 1989: Over to the meeting of May 1, 1989 at the request of the Transport Workers Union.

May 1, 1989: Over to the meeting of May 15, 1989 at Ms. Bell's request.

Action: Over to the meeting of June 5, 1989 at the request of the Public Utilities Commission.

Elise Edmond, 8173 Legal Assistant, 15/E-1, Office of the City Attorney, 3/27/89. (Calendar Item No. 20) (7)

April 17, 1989: Over to the meeting of May 15, 1989 at Ms. Edmond's request.

Action: Over to the meeting of August 7, 1989 at Ms. Edmond's request.

Clifford Murray, 7514 General Laborer, 292/E-5, Department of Public Works, 4/14/89. (Calendar Item No. 21) (7)

Action: Over to the meeting of June 19, 1989 at the request of Mr. Murray's attorney.

Angela M. Pecot, 1736 Computer Operator II, 2/CPE-12, Office of the Controller, ISD, 4/7/89. (Calendar Item No. 16) (5)

May 1, 1989: Over to the meeting of May 15, 1989 at Ms. Pecot's request.

Action: Over to the meeting of June 5, 1989 due to a 2 to 1 vote.

Bartholomew Pooler, 3610 Library Assistant, 7/E-5, San Francisco Public Library, 4/14/89. (Calendar Item No. 17) (4)

Action: Over to the meeting of July 17, 1989 at Mr. Pooler's request.

Walter Stokes, 2708 Custodian, 38/E-1, San Francisco Unified School District, 4/21/89. (Calendar Item No. 18) (6)

Action: Over to the meeting of June 19, 1989 at the request of Mr. Stokes' attorney.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 22)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee
Carlota Texidor del Portillo
Cleo Donovan
Grant S. Mickins
A. Lee Munson

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

Calendar - Actions Taken

DOCUMENTS DEPT.

JUN 9 1989

REGULAR MEETING - JUNE 5, 1989

SAN FRANCISCO
PUBLIC LIBRARY

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins

(Items Missed: 2, 5, 6, 7,
8, 9, 10 and 11)

Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of May 15, 1989

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission has cancelled its meeting of July 3, 1989. The Commission will meet once during July on Monday, July 17, 1989.

ELECTION OF COMMISSION OFFICERS

Commissioner Carlota Texidor del Portillo was elected President and Commissioner A. Lee Munson was elected Vice President for terms of office expiring May 31, 1990.

CLASSIFICATION MATTERS

1088-89 Request from the Department of Public Works to make a temporary exempt appointment in Class 5262 Junior Landscape Architect.
(Calendar Item No. 8)

Action: Adopt staff report.

1. Approve the exempt appointment to a position in Class 5262 Junior Landscape Architect in accordance with Charter Section 8.300(5) for a period not to exceed one year pending the examination for this class. Following adoption of an eligible list and certification of eligibles, this authorization is to be cancelled.

CLASSIFICATION MATTERS (cont.)

1088-89
(cont.)

2. Approve the appointment of Ms. Jacqueline Johnson to a position in this class at the third step of the range per Section VII-A.3B of the Salary Standardization Ordinance.

1096-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
548-88/89	Commission on the Aging	Asian Law Caucus
549-88/89	"	Bayview Hunters Point Multipurpose Senior Center
550-88/89	"	Bernal Heights Community Foundation
551-88/89	"	Canon Kip
552-88/89	"	Catholic Charities
553-88/89	"	Centro Latino De San Francisco, Inc.
554-88/89	"	Church of the Advent
555-88/89	"	Family Service Agency
556-88/89	"	Filipino-American Council
557-88/89	"	Golden Gate Senior Services
558-88/89	"	Kimochi, Inc.
559-88/89	"	John King Senior Center
560-88/89	"	Legal Assistance to the Elderly
561-88/89	"	Meals on Wheels of San Francisco, Inc.
562-88/89	"	Mission Community Legal Defense, Inc.
563-88/89	"	Mission Neighborhood Center, Inc.
564-88/89	"	Mt. Zion Hospital & Medical Center
565-88/89	"	Multi-Service Center for Koreans
566-88/89	"	Native American Indian Senior Center, Inc.
567-88/89	"	North of Market Senior Services
568-88/89	"	Operation Concern of PPMC
569-88/89	"	PPMC Senior Services
570-88/89	"	Pleasure Endeavors Projects, Inc.

CLASSIFICATION MATTERS (cont.)

1096-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
571-88/89	"	Reality House West
572-88/89	"	Recreation Center for the Handicapped, Inc.
573-88/89	"	Russian American Community Services
574-88/89	"	The Salvation Army
575-88/89	"	S.F. Senior Center-Downtown Branch
576-88/89	"	Self-Help for the Elderly
577-88/89	"	Services for Seniors
578-88/89	"	Support Services for Elders, Inc.
579-88/89	"	United Jewish Community Centers
580-88/89	"	Visitation Valley Community Center
581-88/89	"	Western Addition Senior Citizens Service Center
582-88/89	"	Y.M.C.A. of San Francisco

Action: Adopt staff Report; notify the offices of the Controller and the Purchaser.

1097-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
583-88/89	Animal Care & Control	The Wildlife Center
584-88/89	Civil Service Commission	Psychometrics Inc./ Dr. Frances Berger
585-88/89	Civil Service Commission	Management & Personnel Services, Inc.
586-88/89	Civil Service Commission	Jack Clancy & Associates
587-88/89	Controller	Tim Meager & Associates, Inc.
588-88/89	Controller	Precision Writing
589-88/89	Controller	Precision Writing
590-88/89	Juvenile Court	Potrero Hill Neighborhood House
591-88/89	Police	Center for Human Development
592-88/89	Police	Catholic Charities Family Services
593-88/89	Police	Maryann Fleming

CLASSIFICATION MATTERS (cont.)1096-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
594-88/89	Port	TF Transportation Consultants
595-88/89	Port	Trade Information Planning System (TIPS)
596-88/89	Port	Flanagan & Associates
597-88/89	Port	Masahiko Iwashita
598-88/89	Port	Manalytics
599-88/89	Port	Journal of Commerce
600-88/89	Port	Grand World Shipping, Ltd.
601-88/89	Port	Trade Reps, Ltd.
602-88/89	Port	S.F. State University
603-88/89	Port	Port Railroads, Inc.
604-88/89	Public Health	Parent-Infant Neighborhood Center, Inc.
605-88/89	Public Health	Catholic Charities
606-88/89	Public Health	Haight Ashbury Free Clinics, Inc.
607-88/89	Public Health	Lyon-Martin Women's Health Services
608-88/89	Public Health	Rose Resnick Center for the Blind and Handicapped, Inc.
609-88/89	Public Health	University of CA Poison Control/Toxic Information Center
610-88/89	Public Health	National Advanced Systems
611-88/89	Public Health	Aquarius Public Management, Inc.
612-88/89	Public Utilities Commission	Bechtel North American Power Corp.
613-88/89	Public Works	Hydroconsult Engineers
614-88/89	Public Works	Paoletti/Lewitz/Associates, Inc.
615-88/89	SFUSD	Pete O. Lapid & Associates, Inc.
616-88/89	SFUSD	Kleinfelder, Inc.
617-88/89	SFUSD	O'Mahony & Myer, Electrical and Lighting Design
618-88/89	SFUSD	Signet Testing Labs
619-88/89	Sheriff	Rosie McNichol
620-88/89	Sheriff	Joanne Roit
621-88/89	Social Services	Children's Home Society of California

CLASSIFICATION MATTERS (cont.)

1096-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
622-88/89	Social Services	S.F. Unified School District
623-88/89	Social Services	Recreation Center for the Handicapped (RCH)
624-88/89	Social Services	University of California Early Parenting Project
625-88/89	Social Services	Larkin Street Youth Center
626-88/89	Social Services	Audrey L. Smith Development Center
627-88/89	Social Services	Audrey L. Smith Development Center
628-88/89	Social Services	Cross Cultural Family Center
629-88/89	Social Services	Florence Crittenton Services
630-88/89	Social Services	Family Service Agency of S.F. Respite Program
631-88/89	Social Services	Family Service Agency of S.F.
632-88/89	Social Services	Economic Opportunity Council
633-88/89	Social Services	Mission Childcare Consortium, Inc.
634-88/89	Social Services	St. Patrick's Day Care Center
635-88/89	Social Services	Conrad House, Inc., S.F. Support Services
636-88/89	Social Services	Children's Home Society of California (II)
637-88/89	Social Services	State of California Department of Corrections and Claude Finn
638-88/89	Public Utilities Commission	Call Company, Ltd.
639-88/89	Airport	Athena Tsougarakis
640-88/89	Juvenile Court	Bayview Hunters Point Foundation

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1098-89 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Department of Public Works. (Calendar Item No. 9)

Action: Adopt staff report. Approve the temporary exempt appointment of Mr. Ramsis Attia in accordance with Charter Section 8.300(5), to Class 5504 Project Manager II, effective June 5, 1989 until July 31, 1991.

CLASSIFICATION MATTERS (cont.)

1099-89 Survey of one position in Class 7302 Audiovisual Equipment Technician at the San Francisco Unified School District. (Calendar Item No. 10)

Action: Adopt staff report.

1. Establish a new classification of 7304 Computer Repair and Maintenance Technician (1989-90: J Flat Rate: \$147081470). Class specification as detailed in the staff report.
2. Reclassify one position in Class 7302 Audiovisual Equipment Technician (1989/90 Sch. 49.1 \$101381226) to Class 7304 Computer Repair and Maintenance Technician.
3. Grant status to Mr. Ron Crow, permanent incumbent in Class 7302 Audiovisual Equipment Technician, to Class 7304 Computer Repair and Maintenance Technician.
4. Advise the San Francisco Unified School District to amend its annual salary resolution accordingly.
5. Amend the Annual Salary Ordinance to reflect this action.

COMPENSATION MATTERS

2160-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Eleanor Elrod 8182 Head Attorney	City Attorney	3	3
Rebecca Liu 8178 Senior Attorney	City Attorney	2	2
Phil Chin 1104 Parking Authority Director	Parking Authority	5	5
Janice Darling 2230 Physician Specialist	Public Health	5	5
Richard Lee 6139 Senior Industrial Hygienist	Public Health	4	4
Vickie Wells 6139 Senior Industrial Hygienist	Public Health	4	4
Bonnie Serrell-Carr 1426 Senior Clerk Typist	Public Works	5	5
Chung-Shing Tang 5206 Associate Civil Engineer	Public Works	4	4
Gary Birnbaum 2230 Physician Specialist	Public Health	5	5
Kenneth Shaffer 1115 Chief Investment Officer	Retirement System	5	5

COMPENSATION MATTERS

2160-89
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Rolando W. Pasquali 8176 Trial Attorney	District Attorney	5	5
Action: Adopt staff report.			

EXAMINATION MATTERS

3054-89 Reconsideration of staff denial of applications for Class 1424 Clerk Typist (all Departments except Public Health and Airport) and Class 1424 Clerk Typist (Public Health Only). (Calendar Item No. 16)

Action: Adopt staff report; deny appeal of Leonard Doucette.

3065-89 Reconsideration of staff denial for waiver of typing requirement on Classes 1450 Executive Secretary I, 1452 Executive Secretary II and 1454 Executive Secretary III announcements issued March 17, 1989. (Calendar Item No. 15)

May 15, 1989: Over to the meeting of June 5, 1989 due to the lack of a majority vote.

Action: Adopt staff report; deny appeal of Linda Lee-Robbins. (Vote of 4 to 1: Commissioner Lee dissenting).

3506-89 Regarding the examination for Class 8310 Sheriff's Lieutenant. (Calendar Item No. 14)

April 17, 1989: Over to the meeting of May 1, 1989.

May 1, 1989: Over to the meeting of May 15, 1989 at the request of staff and the Deputy Sheriff's Association.

May 15, 1989: Over to the meeting of June 5, 1989 due to the absence of two members of the Commission.

Action: Adopt staff report as amended.

1. Rescind staff's actions setting the cutoff score for the written test at 70% Reset passing score of written examination at raw score of 94.
2. Allow all written test candidates at or above the passing score originally precluded from proceeding to the oral test the opportunity to participate in the oral test component.
3. Civil Service Commission Examination Unit to develop and administer a makeup, parallel form, oral test for those candidates identified in Item 2 above
4. Establish the life of this Class 8310 eligible list to be two years in duration from date of adoption.

EXAMINATION MATTERS

3512-89 Staff recommendations regarding investigation of the examination for Class 8344 Director of Juvenile Hall. (Calendar Item No. 17)

Action: Consideration of the matter related to the examination for Director of Juvenile Hall over to the meeting of June 19, 1989. This matter to be recalendared as follows:

1. Consideration of retaining or cancelling the recent eligibility lists for Class 8344 Director of Juvenile Hall and Class 8330 Director, Boys Ranch School; and,
2. Consideration of whether or not to institute charges for removal of those individuals appointed from these lists to Director of Juvenile Hall and Director, Boys Ranch School.

IN-SERVICE MATTERS

4431-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 11)

Action: Adopt staff report; authorize exception to the order of layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 5, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sheila Bell, 9163 Transit Operator, 567/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/4/89. (Calendar Item No. 23) (7)

March 6, 1989: Over to the meeting of May 1, 1989 at the request of the Transport Workers Union.

May 1, 1989: Over to the meeting of May 15, 1989 at Ms. Bell's request.

May 15, 1989: Over to the meeting of June 5, 1989 at the request of the Public Utilities Commission.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Julia Aries Munoz, 2585 Health Worker I, 22/E-4, Department of Public Health, Tuberculosis Control Division, 5/18/89. (Calendar Item No. 21) (4)

Action: Over to the meeting of June 19, 1989 at Ms. Munoz's request.

Angela M. Pecot, 1736 Computer Operator II, 2/CPE-12, Office of the Controller, ISD, 4/7/89. (Calendar Item No. 19) (5)

May 1, 1989: Over to the meeting of May 15, 1989 at Ms. Pecot's request.

May 15, 1989: Over to the meeting of June 5, 1989 due to a 2 to 1 vote.

Action: Over to the meeting of June 19, 1989 at the joint request of the Controller and Local 21.

Glen Simmons, 2305 Psychiatric Technician, 1/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 10/31/88. (Calendar Item No. 22) (6)

January 9, 1989: Over to the first meeting in May, 1989 at Mr. Simmons' request.

May 1, 1989: Over to the meeting of June 5, 1989 at Mr. Simmons' request. The Commission stipulated that this would be a final continuance.

Action: Over to the meeting of June 19, 1989 at the request of the Department of Public Health.

Walter Wilson, 9210 Airport Police Officer, 25/E-14, Airports Commission, 10/28/88. (Calendar Item No. 20) (4)

December 5, 1988: Over to the meeting of January 23, 1989 at the request of Mr. Wilson's attorney.

January 23, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Wilson's attorney.

February 6, 1989: Off calendar at the request of Mr. Wilson's attorney. Mr. Wilson to remain ineligible for employment with the City and County of San Francisco. Mr. Wilson to notify the Assistant Secretary's Office when ready to proceed.

April 17, 1989: Over to the meeting of May 1, 1989 by joint request of the Airports Commission and Mr. Wilson's attorney.

May 1, 1989: Over to the meeting of June 5, 1989. The Airports Commission to submit the documentation requested by the Commission.

Action: Over to the meeting of June 19, 1989 at the joint request of the Airports Commission and Mr. Wilson's attorney.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T

In memory of Angela Davenport, daughter of Demo Adams, retired Civil Service Commission staff member.

F
65
3/87



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Louis Hop Lee
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner
Commissioner
General Manager, Personnel
Assistant Secretary

Calendar - Action Taken

MINUTES

DOCUMENTS DEPT.

JUN 26 1989

SAN FRANCISCO
PUBLIC LIBRARY

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 19, 1989

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Texidor del Portillo

Commissioner Munson excused.

Commissioner Texidor del Portillo presided.

MINUTES: Regular Meeting of June 5, 1989

Action: Approve.

ANNOUNCEMENTS

1. The Civil Service Commission has cancelled its meeting of Monday, July 3, 1989. The Commission will meet once during July on Monday, July 17, 1989 at 2:00 P.M.
2. The Civil Service Commission met in closed session with the City Attorney on Monday June 19, 1989 at 1:00 P.M. in Room 154-C City Hall pursuant to Sections 54956.9 and 54957 of the Government Code of the State of California. Commissioners Texidor del Portillo, Donovan, Lee and Mickins were present.

The Commission ordered that a Special Meeting be held to consider the matter of the Director of Juvenile Hall examination on Friday, August 4, 1989 at 3:00 P.M., Location to be announced. This matter to be calendared as follows:

Consideration of retaining or voiding the recent eligibility lists for Class 8344
Director of Juvenile Hall and Class 8330
Director, Boys Ranch School; and,

Consideration of whether a not to void appointments from these lists to Director of Juvenile Hall and Director, Boys Ranch School.

CLASSIFICATION MATTERS

1100-89 Survey of one newly budgeted position for the San Francisco International Airport. (Calendar Item No. 10)

Action: Adopt staff report.

1. Establish a new classification of 9254 Assistant to the Director, Bureau of Community Affairs (1988/89: J, Z Sch. 56.5 \$1443B1748; 1989/90: J, Z Sch. 58.9 \$1618B1965). Class specification as detailed in the staff report.
2. Allocate one position approved in the budget as 1823 Senior Administrative Analyst (1988/89: Sch. 56.5 \$1443B1748; 1989/90: Sch. 58.9 \$1618B1965) to the new class.
3. Advise the department to submit a supplemental appropriation request to adjust its budget.
4. Amend the Annual Salary Ordinance accordingly.

1103-89 Classification of positions in various City departments. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	5254 Associate Mechanical Engineer (Sch. 57.3 \$1499B1818)	Same
Municipal Railway	1	6140 Hazardous Materials Program Manager (Sch. 60.5 \$1748B2124)	6138 Industrial Hygienist (Sch. 59.0 \$1626B1975)
Public Utilities Commission	1	1426 Senior Clerk Typist (Sch. 44.0 \$796B961)	1446 Secretary II (Sch. 46.0 \$874B1057)
Public Health/SFGH	1	2112 Medical Records Technician (Sch. \$925B1120)	Same
Social Services	6	2948 Senior Social Services Supervisor (Sch. 56.5 \$1443B1748)	Same
Library	1	3638 Chief Librarian (Sch. 62.9 \$1965B238B)	Same
	1	1446 Secretary II (Sch. 46.0 \$874B1057)	Same

Action: Adopt staff report.

1104-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
641-88/89	CA0/EIPSC	Touche - Ross
642-88/89	CA0/Solid Waste	R.W. Beck and Associates

CLASSIFICATION MATTERS (cont.)

(1104-89)
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
643-88/89	CAO/Solid Waste	S.F. Community Recyclers (SECR)
644-88/89	City Planning	Rutherford & Chekene
645-88/89	Commission on Status of Women	WOMAN, Inc.
646-88/89	Commission on Status of Women	WOMAN, Inc.
647-88/89	Commission on Status of Women	Rosalie House
648-88/89	Commission on Status of Women	Rosalie House
649-88/89	Commission on Status of Women	Nihonmachi Legal Outreach
650-88/89	Commission on Status of Women	La Casa de las Madres
651-88/89	Commission on Status of Women	La Casa de las Madres
652-88/89	Commission on Status of Women	Donaldina Cameron House
653-88/89	Commission on Status of Women	Asian Women's Shelter
654-88/89	Commission on Status of Women	Asian Women's Shelter
655-88/89	Controller	Owens Information System, Inc.
656-88/89	Controller	Computer Resources Group
657-88/89	Controller	On-Line Business Systems
658-88/89	Controller	On-Line Business Systems
659-88/89	Controller	The Avery Group
660-88/89	Controller	MSW Computer Consulting
661-88/89	Controller	Mardave Compu, Inc.
662-88/89	Controller	On-Line Business Systems
663-88/89	Controller	G.E. Consulting Services
664-88/89	Controller	G.E. Consulting Services
665-88/89	Convention Facilities	Edgar, Dunn & Conover, Inc.
666-88/89	Convention Facilities	S.F. Convention & Visitors Bureau
667-88/89	Convention Facilities	Wallace Mah & Company
668-88/89	Fire	CORE Corp.
669-88/89	Fire	PSW3, Inc.
670-88/89	Public Health	Audrey L. Smith Development Center, Inc.

CLASSIFICATION MATTERS (cont.)**(1104-89)****(cont.)**

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
671-88/89	Public Health	Conrad House, Inc.
672-88/89	Public Health	Haight Ashbury Free Clinics
673-88/89	Public Health	MSC Psychiatric Services Corp.
674-88/89	Public Health	North of Market Senior Services
675-88/89	Public Health	Progress Foundation
676-88/89	Public Health	St. Mary's Hospital & Medical Center
677-88/89	Public Health	St. Mary Pharmacy Management Services
678-88/89	Public Health	Visiting Nurses & Hospice of S.F./Pacific Presbyterian Medical Center
679-88/89	Public Health	Planned Parenthood/Alameda/S.F.
680-88/89	Public Health	S.F. AIDS Foundation (Education)
681-88/89	Public Health	S.F. AIDS Foundation (Social Services)
682-88/89	Public Health	S.F. AIDS Foundation
683-88/89	Public Health	Shanti Project
684-88/89	Public Health	Women's Institute for Mental Health
685-88/89	Public Health	Weissburg & Aronson, Inc.
686-88/89	Public Health	Regents-University of California (AIDS Health Project)
687-88/89	Public Health	Bayview-Hunter's Point Foundation
688-88/89	Public Health	Bayview-Hunter's Point Foundation (for AIAI)
689-88/89	Public Health	Bayview-Hunter's Point Foundation (for 18th Street Services)
690-88/89	Public Health	H.H. Brady, D.D.S.
691-88/89	Public Health	El Instituto Familiar de la Raza
692-88/89	Public Health	Family Service Agency (Foster Grandparents Program)
693-88/89	Public Health	Hanson, Bridgett, Marcus, Vlahos & Rudy
694-88/89	Public Health	Hanson, Bridgett, Marcus, Vlahos & Rudy
695-88/89	Public Health	Mission Neighborhood Health Center

(1104-89)
(cont.)

CLASSIFICATION MATTERS (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
696-88/89	Public Health	Pacific Mental Health Services/Operation Concern
697-88/89	Public Health	Pacific Presbyterian Medical Center/Garden Sullivan Hospital
698-88/89	Public Health	Allied Ambulance DBA Allied Information and Services Corp.
699-88/89	Public Health	St. Benedict Center Interpreting Services
700-88/89	Public Utilities Commission	N-Graphic
701-88/89	Public Utilities Commission	Hydro Research Science
702-88/89	Public Utilities Commission	N-Graphic
703-88/89	Public Utilities Commission	Leedshill-Herkenhoff, Inc.
704-88/89	Public Works	Duffy and Duffy
705-88/89	Public Works	Tim Meager and Associates
706-88/89	Public Works	Hicks and Associates
707-88/89	Public Works	Trans Pacific Geotechnical Consultants, Inc.
708-88/89	Recreation and Park	The Duffey Company
709-88/89	Retirement	Trinity Investment
710-88/89	Retirement	RCM Capital Management
711-88/89	Retirement	Miller, Anderson & Sherrerd
712-88/89	Retirement	Axe Core Investors
713-88/89	Retirement	Axe-Houghton Management, Inc.
714-88/89	Retirement	TCW Asset Management Company
715-88/89	Retirement	Caywood Christian Capital Management
716-88/89	Retirement	Warburg Investment Management International
717-88/89	Retirement	MacKay Shields Financial Corp.
718-88/89	Retirement	Scudder, Stevens & Clark
719-88/89	Retirement	Morgan Grenfell Investment Services, Ltd.
720-88/89	Retirement	Capital Guardian Trust Co.
721-88/89	Retirement	Oeschle International Advisors
722-88/89	Retirement	First Chicago Investment Advisors

(1104-89) (cont.)		<u>CLASSIFICATION MATTERS</u> (cont.)	
	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	723-88/89	Retirement	Hanson Investment Management Co.
	724-88/89	Retirement	George B. Springman, Inc.
	725-88/89	Retirement	McCulloch, Andrews & Cappiello, Inc.
	726-88/89	Retirement	Nicholas-Applegate Capital Management
	727-88/89	Retirement	St. Francis Memorial Hospital
	728-88/89	Retirement	Spilsted & Associates
	729-88/89	Retirement	Gifford Fong & Associates
	730-88/89	Retirement	The Townsend Group
	731-88/89	Retirement	Reviewco
	732-88/89	Retirement	Bankers Trust Company
	733-88/89	Retirement	Callan & Associates
	734-88/89	Retirement	Alexander & Alexander
	735-88/89	Retirement	Pension Realty Advisors, Inc.
	736-88/89	Retirement	Warren, McVeigh, Griffin & Savage, Inc.
	737-88/89	SFUSD	Hygienetics, Inc.
	738-88/89	Sheriff	Occupational Health Services
	739-88/89	Sheriff	Wei M. Lew
	740-88/89	Sheriff	Audrey O. Dent
	741-88/89	Sheriff	National Center on Institutions and Alternatives
	742-88/89	Sheriff	Damun Gracenin
	743-88/89	Sheriff	Maxine D. Gerritsen
	744-88/89	Sheriff	Carolyn Block
	745-88/89	Sheriff	George Bach -y- Rita
	746-88/89	Sheriff	Arlene Hamilton
	747-88/89	Sheriff	Stan Griffis
	748-88/89	Sheriff	Ruth Morgan
	749-88/89	Sheriff	New College of Law
	750-88/89	Sheriff	University of S.F. Law School
	751-88/89	Sheriff	Golden Gate University School of Law
	752-88/89	Sheriff	Hastings College of Law

CLASSIFICATION MATTERS (cont.)

(1104-89)
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
753-88/89	Sheriff	University of Santa Clara School of Law
754-88/89	Social Services	S.F. Community College District
755-88/89	Social Services	Children's Council of S.F.
756-88/89	Controller	Shiratori, Inc.
757-88/89	Public Works	Uribe and Associates

Action:

1. Contracts 659-88/89 and 701-88/89 off calendar at the requests of the Controller and the Public Utilities Commission, respectively.
2. Contracts 742-88/89, 743-88/89, 746-88/89, 747-88/89, and 748-88/89 over to the meeting of July 17, 1989.
3. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

1107-89 Request to make two temporary exempt appointments in Class 2593 Health Program Coordinator III per Charter Section 8.300(5). (Calendar Item No. 11)

Action: Adopt staff report.

1. Approve exempt appointees to two positions in Class 2593 Health Program Coordinator III, in accordance with Charter Section 8.300(5) pending formal classification and examination action for a period not to exceed one year.
2. Approve the appointments of Ms. Marsha Herring and Mr. Adam Stern to the positions at the third step (\$1588 B/W) of the range for Class 2593 Health Program Coordinator III, per Section VII-A.3B of the Salary Standardization Ordinance.

1108-89 Request from the Department of Public Works to use a class in the Staff Assistant, Special Project series as Manager of the Traffic Sign Division of the Bureau of Traffic Engineering. (Calendar Item No. 12)

Action: Adopt staff report. Approve use of Class 9748 Staff Assistant VIII, Special Project (\$2270 B/W; \$2497 B/W in 1989-90) to employ a Traffic Sign Division Manager for a twelve month period or until a new classification is established.

1110-89 Survey of three Dispatcher positions in the Department of Public Health, San Francisco General Hospital. (Calendar Item No. 13)

Action: Adopt staff report.

1. Reclassify three 1708 Senior Telephone Operator positions (Sch. 44.0 \$796B961) to 1705 Communications Dispatcher II (J, Sch. 44.0 \$796B961).

CLASSIFICATION MATTERS (cont.)

1110-89
(cont.)

2. Grant status to Rosie L. Adkins, Lana J. Ewing and Annie Johnson, permanent incumbents in Class 1708 in the Institutional Police Unit at San Francisco General Hospital.
3. Amend the Annual Salary Ordinance administratively to reflect this action.

1112-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 14B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
758-88/89	City Attorney	North of Market Child Development Center

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2163-89 Request for appointment above the entrance rate for certain classes in accordance with VII.A.3.D of the 1989-90 Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report. Approve appointments at the steps indicated for the attached list of classifications effective July 1, 1989.

2167-89 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 9)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2168-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Frank Mah 1233 Affirmative Action Specialist	S.F. Community College District	4	4
Henry St. Steven 6318 Construction Inspector	Public Utilities Commission	5	5
David F.C. Leung 5206 Associate Civil Engineer	Public Works	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

- 3087-89 Appeal of staff's denial of protest concerning rejection of application for Class 6270 Housing Inspector. (Calendar Item No. 18)

Action: Adopt staff report; deny appeal of Tommy S. King.

- 3106-89 Selection and adoption of numerical listing of alternative method for breaking tie scores, exclusive of uniformed classifications, for fiscal year 1989-90. (Calendar Item No. 30)

Action: The following numbers in the sequence listed were selected and adopted as the numerical listing for breaking tie scores, exclusive of the uniformed classifications, for Fiscal Year 1989-90: 1 - 6; 2 - 4; 3 - 3; 4 - 7; 5 - 1; 6 - 5; 7 - 8; 8 - 0; 9 - 2; 10 - 9.

- 3512-89 Consideration of retaining or cancelling the recent eligibility lists for Class 8344 Director of Juvenile Hall and Class 8330 Director, Boys Ranch School; and,

Consideration of whether or not to institute charges for removal of those individuals appointed from these lists to Director of Juvenile Hall and Director, Boys Ranch School. (Calendar Item No. 17)

June 5, 1989: Consideration of the matter related to the examination for Director of Juvenile Hall over to the meeting of June 19, 1989. This matter to be recalendared as follows:

1. Consideration of retaining or cancelling the recent eligibility lists for Class 8344 Director of Juvenile Hall and Class 8330 Director, Boys Ranch School; and,
2. Consideration of whether or not to institute charges for removal of those individuals appointed from these lists to Director of Juvenile Hall and Director, Boys Ranch School.

Action: Off calendar at the request of Mr. LaPlante's attorney; this matter to be scheduled for hearing as soon as possible. (see announcement of Executive Session above)

IN-SERVICE MATTERS

- 4478-89 Proposed Charter amendment (First Draft) amending Section 8.407 relating to the definition of generally prevailing rate of wages for employees covered by Section 8.401 of the Charter. (Calendar Item No. 14A)

Action: Adopt staff report; advise the Board of Supervisors accordingly.

- 4484-89 Resolution of Commendation for Rita Dunn, Class 1226 Chief Payroll and Personnel Clerk, Department of Public Works, upon her retirement after twenty years of service. (Calendar Item No. 4)

Action: Adopt.

IN-SERVICE MATTERS

4485-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 14)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4493-89 Resolution of Commendation for Louis Hop Lee, for outstanding public service while a member of the Civil Service Commission. (Calendar Item No. 4A)

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 19, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Ruben S. Alido, 7334 Stationary Engineer, 131/CPE-38, San Francisco Fire Department, 5/17/89. (Calendar Item No. 23) (4)

Action: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity Unit. Mr. Alido to remain ineligible for all employment with the City and County of San Francisco pending final resolution of this matter.

Marcela Arguelles, 9163 Transit Operator, 151/E-115, Public Utilities Commission, San Francisco Municipal Railway, 5/15/89. (Calendar Item No. 25) (2)

Action: Over to the meeting of August 7, 1989 at Ms. Arguelles' request.

Diane Dorsey, 1424 Clerk Typist, 5/E-254, Adult Probation, 6/2/89. (Calendar Item No. 24) (4)

Action: Off calendar at the request of the Adult Probation Department.

Jonathan Mason, 7409 Electrical Transit Service Worker, 83/E-7, Public Utilities Commission, San Francisco Municipal Railway, 5/15/89. (Calendar Item No. 29) (7)

Action: Over to the meeting of July 17, 1989 at Mr. Mason's request.

Julia Aries Munoz, 2585 Health Worker I, 22/E-4, Department of Public Health, Tuberculosis Control Division, 5/18/89. (Calendar Item No. 22) (4)

June 5, 1989: Over to the meeting of June 19, 1989 at Ms. Munoz's request.

Action: No restriction on future employment as stipulated between the Department of Public Health and Local 790.

Clifford Murray, 7514 General Laborer, 292/E-5, Department of Public Works, 4/14/89. (Calendar Item No. 28) (7)

May 15, 1989: Over to the meeting of June 19, 1989 at the request of Mr. Murray's attorney.

Action: Not to be employed again by the Department of Public Works (as recommended by the Department of Public Works).

Angela M. Pecot, 1736 Computer Operator II, 2/CPE-12, Office of the Controller, ISD, 4/7/89. (Calendar Item No. 20) (5)

May 1, 1989: Over to the meeting of May 15, 1989 at Ms. Pecot's request.

May 15, 1989: Over to the meeting of June 5, 1989 due to a 2 to 1 vote.

June 5, 1989: Over to the meeting of June 19, 1989 at the joint request of the Controller and Local 21.

Action: Off calendar at the request of the Controller's Office.

Glen Simmons, 2305 Psychiatric Technician, 1/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 10/31/88. (Calendar Item No. 26) (6)

January 9, 1989: Over to the first meeting in May, 1989 at Mr. Simmons' request.

May 1, 1989: Over to the meeting of June 5, 1989 at Mr. Simmons' request. The Commission stipulated that this would be a final continuance.

June 5, 1989: Over to the meeting of June 19, 1989 at the request of the Department of Public Health.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Walter Stokes, 2708 Custodian, 38/E-1, San Francisco Unified School District, 4/21/89. (Calendar Item No. 27) (6)

May 15, 1989: Over to the meeting of June 19, 1989 at the request of Mr. Stokes' attorney.

Action: Over to the meeting of July 17, 1989 at the request of the San Francisco Unified School District.

Walter Wilson, 9210 Airport Police Officer, 25/E-14, Airports Commission, 10/28/88. (Calendar Item No. 21) (4)

December 5, 1988: Over to the meeting of January 23, 1989 at the request of Mr. Wilson's attorney.

January 23, 1989: Over to the meeting of February 6, 1989 at the request of Mr. Wilson's attorney.

February 6, 1989: Off calendar at the request of Mr. Wilson's attorney. Mr. Wilson to remain ineligible for employment with the City and County of San Francisco. Mr. Wilson to notify the Assistant Secretary's Office when ready to proceed.

April 17, 1989: Over to the meeting of May 1, 1989 by joint request of the Airports Commission and Mr. Wilson's attorney.

May 1, 1989: Over to the meeting of June 5, 1989. The Airports Commission to submit the documentation requested by the Commission.

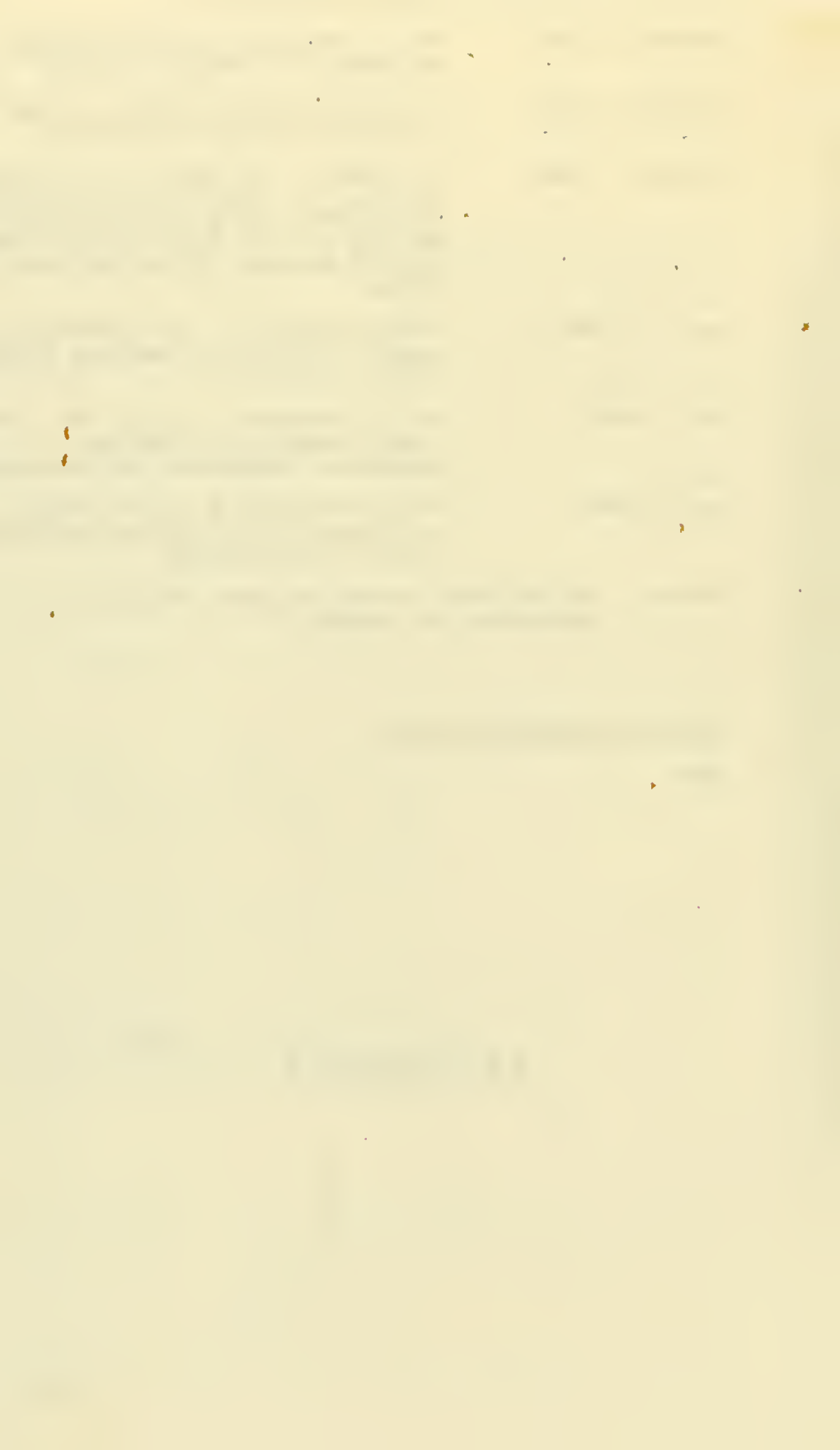
June 5, 1989: Over to the meeting of June 19, 1989 at the joint request of the Airports Commission and Mr. Wilson's attorney.

Action: No restriction on future employment (Vote of 3 to 1: Commissioner Lee dissents).

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T





CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo

A. Lee Munson

Cleo Donovan

Louis Hop Lee

Grant S. Mickins

John J. Walsh

Albert C. Walker

President

Vice President

Commissioner

Commissioner

Commissioner

General Manager, Personnel

Assistant Secretary

MINUTES

REGULAR MEETING - JULY 17, 1989

PART I - 2 P.M.

DOCUMENTS DEPT.

JUL 21 1989

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of June 19, 1989

Action: Approve.

ANNOUNCEMENTS

1. Due to the Labor Day Holiday which conflicts with a regularly scheduled Civil Service Commission meeting, the Civil Service Commission has cancelled its meeting of September 4, 1989. The Commission will meet once in September on September 18, 1989.
2. The Civil Service Commission met in closed session on Monday, July 17, 1989 at 12:30 P.M. in Room 154C City Hall pursuant to Sections 54956.9 and 54957 of the Government Code of the State of California to discuss pending litigation. All Commissioners were present. No action was taken.

CLASSIFICATION MATTERS

1104-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
742-88/89	Sheriff	Damun Gracenin
743-88/89	Sheriff	Maxine D. Gerritsen
746-88/89	Sheriff	Arlene Hamilton

CLASSIFICATION MATTERS (cont.)

1104-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
747-88/89	Sheriff	Stan Griffis
748-88/89	Sheriff	Ruth Morgan
June 19, 1989:	Contracts 742-88/89, 743-88/89, 746-88/89, 747-88/89, and 748-88/89 over to the meeting of July 17, 1989.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1124-89 Request from the Public Library to use a class in the Staff Assistant, Special Project series as Director for the Project Read Program. (Calendar Item No. 9)

Action: Adopt staff report. Approve use of Class 9740 Staff Assistant IV, Special Project (\$1483 BW) to employ a Director of Project Read for a twelve month period or until a new classification is established.

1126-89 Classification of positions in various City departments. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College	1	1807 MIS Technician II (Sch. 44.8 \$826B998)	Same
	1	1807 MIS Technician II (Sch. 44.8 \$826B998)	Same
	1	1745 Technical Instruction Assistant-Computer Services (Sch. 46.2 \$882B1067)	Same
	2	1426 Senior Clerk Typist (Sch. 45.6 \$858B1037)	1220 Payroll Clerk (Sch. 48.0 \$961B1163)
	1	1720 Data Entry Operator (Sch. 42.2 \$731B882)	Same
	1	1802 Research Assistant (Sch. 52.0 \$1163B1407)	Same
District Attorney	1	8180 Principal Attorney, Civil and Criminal (Sch. 68.7 \$2607B3169)	Same
	1	8132 District Attorney's Investigative Assistant (Sch. 51.2 \$1120B1355)	Same

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1127-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-89/90	Airport	Martin & Associates
2-89/90	Airport	Sequoia Analytical Laboratory
3-89/90	CAO	Anistics, Inc.
4-89/90	Controller	Boole and Babbage, Inc.
5-89/90	Controller	Boole and Babbage, Inc.
6-89/90	District Attorney	Anne Ganley
7-89/90	District Attorney	University of San Francisco
8-89/90	District Attorney	S.F. State University
9-89/90	District Attorney	Golden Gate University
10-89/90	District Attorney	Antioch University
11-89/90	District Attorney	University of California, Berkeley
12-89/90	District Attorney	Hastings College of Law
13-89/90	District Attorney	New College of California
14-89/90	Fire	Health Check, Davies Medical Center
15-89/90	Mayor	Manatos & Manatos
16-89/90	Mayor	Hellan Roth Dowden
17-89/90	Port	AGS, Inc. in Assn. with Hoyle Tanner & Assoc. (HTA)
18-89/90	Public Health	S.F. Suicide Prevention, Inc.
19-89/90	Public Health	Canon Kip Community House
20-89/90	Public Health	Baker Places, Inc.
21-89/90	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment)
22-89/90	Public Health	Horizons Unlimited of S.F., Inc.
23-89/90	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
24-89/90	Public Health	Women's Alcoholism Center, Inc.
25-89/90	Public Health	The Regents of the University of California
26-89/90	Public Health	PSP Information Group, Inc.
27-89/90	Public Health	S.F. Study Center, Inc.

CLASSIFICATION MATTERS (cont.)

1127-89	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	28-89/90	Public Health	PT Registry Network, Inc.
	29-89/90	Public Health	Physical and Occupational Therapist's Registry, Inc.
	30-89/90	Public Health	California College of Podiatric Medicine
	31-89/90	Public Health	Bayview-Hunter's Point Foundation
	32-89/90	Public Health	Continuum: HIV Day Services, Jeffery Sterman
	33-89/90	Public Health	Suicide Prevention
	34-89/90	Public Health	Ella Hill Hutch Community Center
	35-89/90	Public Health	Mission Area Health Associates
	36-89/90	Public Health	Mt. Zion Hospital
	37-89/90	Public Health	Northeast Medical Services
	38-89/90	Public Health	St. Luke's Neighborhood Clinic
	39-89/90	Public Health	University of California, S.F.
	40-89/90	Public Health	Urban Indian Health Board
	41-89/90	Public Utilities Commission	VBB Pacific
	42-89/90	Public Utilities Commission	Brown, Vance & Associates
	43-89/90	Public Utilities Commission	Smith-Dawson Associates
	44-89/90	Public Utilities Commission	Raymond Brooks Engineering
	45-89/90	Public Works	Athena Kyle, P.T.
	46-89/90	Public Works	Science Applications Intl. Corp.
	47-89/90	Recreation and Park	Moore Iacofano Goltsman
	48-89/90	Social Services	Tenderloin Housing Clinic (THC)
	49-89/90	Animal Care & Control	Mission Pet Hospital
	50-89/90	Animal Care & Control	S.F. Society for the Prevention of Cruelty to Animals
	51-89/90	Animal Care & Control	Pets Unlimited
	52-89/90	Animal Care & Control	All Animals Emergency Hospital
	Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

CLASSIFICATION MATTERS (cont.)

1128-89 Request from the Controller's Office to make a temporary exempt appointment in Class 1819 Management Information Systems Specialist III per Charter Section 8.300(5). (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve an exempt appointment effective March 28, 1989 to a position in Class 1819 Management Information Systems Specialist III in accordance with Charter Section 8.300(5) for a one year period or the adoption of an eligible list, whichever is less.
2. Approve the appointment of Mr. Peter Schumacher at the third step (\$1827 bi-weekly) of the range for Class 1819 Management Information Systems Specialist III per Section VII-A.3B of the Salary Standardization Ordinance.

1129-89 Creation of two new classes for the Department of Parking and Traffic. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish a new classification of 1101 Director, Parking and Traffic Commission (J,Z Sch. 70.5 \$2847B3460). Class specification as detailed in the staff report.
2. Allocate one position authorized in the 1989-90 Budget as A005 Director, Parking and Traffic Commission (J, Z \$3462B3462) to the new class.
3. Establish a new classification of 0850 Member, Parking and Traffic Commission (\$100M100).
4. Allocate five positions to be included in a supplemental appropriation to the new class 0850 Member, Parking and Traffic Commission.
5. Advise the department to submit a supplemental appropriation request.
6. Amend the Annual Salary Ordinance accordingly.

1130-89 Request from the Public Utilities Commission to use a class in the Staff Assistant, Special Project series as Coordinator of the Municipal Access Cable Television Channel. (Calendar Item No. 11)

Action: Adopt staff report. Approve use of Class 9740 Staff Assistant IV, Special Project (\$1483 BW) to employ a Municipal Access Coordinator for an eighteen month period or until a new classification is established.

1132-89 Request from the Controller's Office to make a temporary exempt appointment in Class 1880 Chief of Systems per Charter Section 8.300(5). (Calendar Item No. 12)

Action: Adopt staff report.

1. Approve the continuation of a temporary exempt appointment to a position in Class 1880 Chief of Systems in accordance with Charter Section 8.300(5) for a one year period or the adoption of an eligible list, whichever is less.

CLASSIFICATION MATTERS (cont.)

1132-89
(cont.)

2. Approve the continuation of the appointment of Mr. Kenneth Tashien at the third step (\$2660 bi-weekly) of the range for Class 1880 Chief of Systems per Section VII-A.3B of the Salary Standardization Ordinance.

COMPENSATION MATTERS

2194-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Andrea Smith 1424 Clerk Typist	Public Health	3	3
Carol Shagoury 2320 Registered Nurse	Public Health	5	5
Michael Schneider 5177 Safety Officer	Public Utilities Commission	5	5
Pamela Reed 1424 Clerk Typist	Public Works	5	5
Tim Armistead 8153 Principal Claims Investigator	City Attorney	3	3
Renee Faison 1502 Confidential Secretary to Director, Parking Authority	Parking Authority	5	5
Lydia Bayne 2230 Physician Specialist	Public Health	5	5
Don Beck 2230 Physician Specialist	Public Health	5	5
Antonio Lansang 5234 Junior Electrical Engineer	Public Utilities Commission	2	2
All Employees 8452 Criminal Justice Specialist II	Mayor District Attorney Sheriff	2	2
All Employees 2556 Physical Therapist 2558 Senior Physical Therapist	Public Health	3	3
Thomas Elzey 1172 General Manager of Public Utilities Commission	Public Utilities Commission	4	4
All Employees 2493 Associate Radiologic Technologist 2494 Staff Radiologic Technologist 2495 Senior Radiologic Technologist	Public Health	5	5

Action: Adopt staff report.

COMPENSATION MATTERS

- 2195-89 Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1989-90. (Calendar Item No. 18)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

- 2196-89 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (Calendar Item No. 17)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

EXAMINATION MATTERS

- 3514-89 Appeal of background rejection for appointment to Class H-2 Firefighter by Richard K. Montero. (Calendar Item No. 19)

Action: Off calendar; Mr. Montero to notify the Assistant Secretary when prepared to proceed. Ineligible for employment as a Class H-2 Firefighter pending decision on this matter by the Civil Service Commission.

IN-SERVICE MATTERS

- 4573-89 Extension of holdover rights of former employees in Class 2526 Ambulance Driver and Class 2528 Medical Steward for a period of one year beginning July 1, 1989 and ending June 30, 1990. (Calendar Item No. 13)

Action: Adopt staff report.

- 4584-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 14)

Action:

1. Controller's Personnel Requisition P1925 over to the meeting of August 7, 1989.
2. Adopt staff report on all other Personnel Requisitions; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 17, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Wheeler Burnett, 2736 Porter, 68/E-56, Department of Public Health, Laguna Honda Hospital, 5/1/89. (Calendar Item No. 23) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Jonathan Mason, 7409 Electrical Transit Service Worker, 83/E-7, Public Utilities Commission, San Francisco Municipal Railway, 5/15/89. (Calendar Item No. 25) (7)

June 19, 1989: Over to the meeting of July 17, 1989 at Mr. Mason's request.

Action: Future employment subject to review and approval of the General Manager, Personnel.

Bartholomew Pooler, 3610 Library Assistant, 7/E-5, San Francisco Public Library, 4/14/89. (Calendar Item No. 22) (4)

May 15, 1989: Over to the meeting of July 17, 1989 at Mr. Pooler's request.

Action: Off calendar. Request for hearing withdrawn.

Penny Sneed, Q-2 Police Officer, 234/E-93, San Francisco Police Department, Communications Division, 2/19/82. (Calendar Item No. 21) (4)

March 15, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of May 3, 1982.

May 17, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Off calendar. Ms. Sneed to notify the Assistant Secretary when prepared to proceed. Ineligible for employment with the City and County pending final Commission action.

Action: Over to the meeting of September 18, 1989 at Ms. Sneed's request.

Walter Stokes, 2708 Custodian, 38/E-1, San Francisco Unified School District, 4/21/89. (Calendar Item No. 24) (6)

May 15, 1989: Over to the meeting of June 19, 1989 at the request of Mr. Stokes' attorney.

June 19, 1989: Over to the meeting of July 17, 1989 at the request of the San Francisco Unified School District.

Action: Accept the resignation as certified. No future employment in any position covered by the San Francisco Civil Service System.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 26)

Kathleen Perry addressed the Commission.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Louis Hop Lee
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner
Commissioner

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

DOCUMENTS DEPT.

AUG 10 1989

SAN FRANCISCO
PUBLIC LIBRARY

Commissioner Texidor del Portillo presided.

AUGUST 4, 1989

ROOM 2C (BASEMENT) CITY HALL

3 P.M.

ITEM NO.

(3512-89) Consideration of retaining or voiding the recent eligibility lists for Class 8344 Director of Juvenile Hall and Class 8330 Director, Boys Ranch School; and,

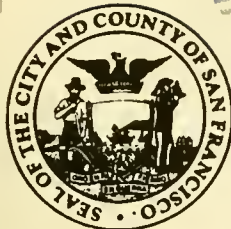
Consideration of whether or not to void appointments from these lists to Director of Juvenile Hall and Director, Boys Ranch School. (Calendar Item No. 1)

June 5, 1989: Consideration of the matter related to the examination for Director of Juvenile Hall over to the meeting of June 19, 1989.

June 19, 1989: Off calendar at the request of Steven LaPlante's attorney; this matter to be scheduled for hearing as soon as possible.

Action: Over to the meeting of August 21, 1989.

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CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Louis Hop Lee
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner

General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

REGULAR MEETING - AUGUST 7, 1989

AUG 14 1989

PART 1 - 2 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Mickins
Commissioner Texidor del Portillo

Excused: Commissioner Donovan
Commissioner Munson

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of July 17, 1989

Action: Approve.

ANNOUNCEMENT: Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 4, 1989. The Commission will meet once during September on Monday, September 18, 1989.

CLASSIFICATION MATTERS

1135-89 Request to approve the transfer of Asian Art Museum Foundation employee to a civil service position per the authority of Charter Section 8.300. (Calendar Item No. 8)

Action: Adopt staff report; approve the permanent appointment of Ms. Barbara Geib to a vacant position in Class 3556 Museum Registrar (Sch. 51.1 \$1114B1349) at the Asian Art Museum under the authority of Charter Section 8.300.

1140-89 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as an Asbestos Program Manager, Toxics and Safety Services. (Calendar Item No. 9)

Action: Over to the meeting of August 21, 1989.

CLASSIFICATION MATTERS (cont.)

1141-89 Request from the Department of Electricity to use a class in the Staff Assistant, Special Project Series as a Telecommunications Planning Manager. (Calendar Item No. 10)

Action: Adopt staff report; approve use of Class 9748 Staff Assistant VIII, Special Project (\$2497 bi-weekly) to employ a Telecommunications Planning Manager for an eighteen month period or until a new classification is established.

1142-89 Request to make a temporary exempt appointment in Class 1875 Senior Software Analyst per Charter Section 8.300(5). (Calendar Item No. 11)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in Class 1875 Senior Software Analyst in accordance with Charter Section 8.300(5) for a period of one year pending formal examination action.
2. Approve an exempt appointment of Ms. Mary Dea Lee to the position at the fifth step (\$2264 bi-weekly) of the range for Class 1875 Senior Software Analyst per Section VII A.3B of the Salary Standardization Ordinance.

1143-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
53-89/90	Adult Probation	Law Enforcement Psychological Services, Inc.
54-89/90	Airport	The Parry Company
55-89/90	Airport	Sequoia Laboratories
56-89/90	Asian Art Museum	Asian Art Museum Foundation
57-89/90	Civil Service Commission	Milliman & Robertson, Inc.
58-89/90	Controller	On-Line Business Systems, Inc.
59-89/90	Fire	Wes Valentine
60-89/90	Health Service System	Blue Cross of California
61-89/90	Health Service System	Pacific Peer Review
62-89/90	Health Service System	Rael & Letson
63-89/90	Mayor's Office	Operation Contact
64-89/90	Mayor's Office	Real Alternatives Program
65-89/90	Police	CORE Corporation
66-89/90	Public Health	Baker Places, Inc.

CLASSIFICATION MATTERS (cont.)

(1143-89)
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
67-89/90	Public Health	Instituto Familiar de la Raza, Inc.
68-89/90	Public Health	Oakes Children's Center, Inc.
69-89/90	Public Health	Ramsell Corporation
70-89/90	Public Health	Richmond Area Multi-Services, Inc.
68-89/90	Public Health	Oakes Children's Center, Inc.
69-89/90	Public Health	Ramsell Corporation
70-89/90	Public Health	Richmond Area Multi-Services, Inc.
71-89/90	Public Health	Asian American Health Forum
72-89/90	Public Health	Center for Southeast Asian Refugee Resettlement
73-89/90	Public Health	U.C.S.F. AIDS Health Project
74-89/90	Public Health	King American Ambulance, Federal Ambulance, S.F. Ambulance
75-89/90	Public Health	Planned Parenthood-Alameda/San Francisco
76-89/90	Public Health	Carolyn K. Harvey, D.P.M.
77-89/90	Public Health	Withbert W. Payne, CPA
78-89/90	Public Health	Carlene Keller
79-89/90	Public Library	HBW Associates, Inc.
80-89/90	Public Utilities Commission	Hydro Research Science
81-89/90	Public Utilities Commission	Leedshill-Herkenhoff with AGS, Inc.
82-89/90	Public Utilities Commission	Bechtel National, Inc.
83-89/90	Public Utilities Commission	Converse Consultants Northern California/Manna Consultants, Inc.
84-89/90	Public Works	Monterey Canyon Research Vessels, Inc.
85-89/90	Public Works	Don Todd Associates, Inc.
86-89/90	Purchasing	E.H. White Company
87-89/90	SFUSD	Pete O. Lapid & Associates, Inc.
88-89/90	SFUSD	F.W. Associates, Inc.
89-89/90	SFUSD	DeLeuw Cather & Company

CLASSIFICATION MATTERS (cont.)

(1143-89)
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
90-89/90	SFUSD	Enviro Engineering
91-89/90	SFUSD	Ambient Analysis & Engineering, Inc.
92-89/90	Social Services	S.F. Child Abuse Council
93-89/90	Social Services	Regents of the University of California: Fragile Infant Program
94-89/90	Social Services	Charila Foundation/Catholic Youth Organization
95-89/90	Social Services	University of California: Infant-Parent Program
96-89/90	Social Services	Family Service Agency of S.F.
97-89/90	City Attorney	Shute, Mihaly & Weinberger
98-89/90	Public Utilities Commission	Sverdrup Corporation
99-89/90	Fire	UC San Francisco
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1144-89 Classification of positions in various City departments.
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Chief Administrative Officer	1	5508 Project Manager IV (\$335783357)	Same
	1	5506 Project Manager III (\$289982899)	Same
	1	A557 Deputy Fiscal Officer-CA0 (\$257182571)	Same
	1	1446 Secretary II (Sch. 47.6 \$94381141)	Same
Airport	1	7205 Chief Stationary Engineer (Sch. 58.5 \$158881927)	Same

Action: Adopt staff report.

1146-89 Request to make a temporary exempt appointment in Class 2454 Clinical Pharmacist per Charter Section 8.300(5).
(Calendar Item No. 12)

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1146-89
(cont.)

1. Approve an exempt appointment to a position in Class 2454 Clinical Pharmacist in accordance with Charter Section 8.300(5) pending formal examination action for a period not to exceed one year.
2. Approve the appointment of Ms. Jennifer West to the position at the third step (\$1927 bi-weekly) of the range for Class 2454 Clinical Pharmacist per Section VII-A.3B of the Salary Standardization Ordinance.

1147-89 Classification of one budgeted position in the new class of 2850 Director, Women, Infant and Children's Program, Department of Public Health. (Calendar Item No. 13)

Action: Adopt staff report.

1. Establish new classification of 2850 Director, Women, Infant and Children's Program (Sch. J, Z 62.6 \$1936B2354). Class specification as detailed in the staff report.
2. Allocate one position budgeted in 1989/90 as A990 Executive Director, WIC Program (J \$2365B2374) to the new classification.
3. Amend Section 83-02-80 of the Annual Salary Ordinance accordingly.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health to administer an examination for the position.

1149-89 Classification of four budgeted positions in the new class of 1125 Division Manager, Registrar of Voters. (Calendar Item No. 14)

Action: Adopt staff report.

1. Establish the new classification of 1125 Division Manager, Registrar of Voters (J, Z Sch. 58.8 \$1611B~~955~~).
2. Allocate four positions approved in the budget as A958 Division Manager, Registrar of Voters to the new class.
3. Abolish Classes 1129 Chief Deputy Registrar of Voters, 1414 Elections Supervisor and 1475 Elections Planning Supervisor when such action does not adversely affect permanent holdovers.
4. Grant status in the new class to Ross Travis, eligible on the holdover list for Class 1129 Chief Deputy Registrar of Voters.
5. Amend Section 80/00/00/6217/01001/430017/000/00/001 of the Annual Salary Ordinance administratively.

1150-89 Request for reconsideration of staff denial to remove a special condition for "System 2000 Database" to Requisition P1925 of the Controller's Office for Class 1864 Senior Systems and Procedures Analyst. (Calendar Item No. 22)

Action: Adopt staff report; deny request of Al G. Abramowitz.

COMPENSATION MATTERS

2208-89 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2209-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Delia Schletter 8151 Claims Investigator	City Attorney	5	5
Siu Mei Wong 1872 Programmer Analyst	Controller	2	2
James Alexander 1424 Clerk Typist	Public Health	4	4
Billfield Cheng 5202 Junior Civil Engineer	Public Utilities Commission	5	5
Barbara Geib 3556 Museum Registrar	Asian Art Museum	4	4
Kenneth Taymor 8181 Assistant Chief Attorney I	City Attorney	2	2

Action: Adopt staff report.

EXAMINATION MATTERS

3105-89 Appeal to be allowed to complete the pass/fail performance section of the 7421 Sewer Maintenance Worker examination. (Calendar Item No. 23)

Action: Adopt staff report; deny appeal of Bernice Blasquez.

IN-SERVICE MATTERS

4584-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 21)

July 17, 1989: Controller's Personnel Requisition P1925 over to the meeting of August 7, 1989.

Action: Regarding Controller's Personnel Requisition P1925 - Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills. (NOTE: Staff Report on this item is contained in File 1150-89 - Agenda Item Number 22).

IN-SERVICE MATTERS (cont.)

- 4667-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 18)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 4672-89 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 - Sick Leave, Subsection 22.02 (B)(5)(c) - Calculation of Sick Leave with Pay Credits and 22.02 (B)(6)(b) - Disbursement of Sick Leave with Pay Credits, to continue the terms of the San Francisco General Hospital "Pilot Project" for certain employees in Class 2320 Registered Nurse. (Calendar Item No. 15)
- Action: Post for adoption at the meeting of August 21, 1989.
- 4673-89 Proposed amendments to Civil Service Commission Rule 6 - Separation Hearings and Procedures, Section 6.05 - Procedure for Termination of Promotive Probationary Employees; and to Civil Service Commission Rule 16 - Probationary Period, Section 16.02 - Appointments Subject to the Probationary Period; Section 16.03 - Exception to Probationary Period; Section 16.04 - Extension of Probationary Period; Section 16.05 - Report of Probationary Period; and Section 16.06 - Effective Date, regarding the probationary period and calculation of seniority for terminated promotive probationary employees returned to duty following Commission action; regarding the probationary period for disability transfers; and regarding the probationary period for employees returned to duty following layoff. (Calendar Item No. 16)
- Action: Post for adoption following meet and confer with employee organizations.
- 4675-89 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to add various classes to the Appendix to Rule 16 - to increase the probationary period for these classes from six (6) months to one (1) year. (Calendar Item No. 17)
- Action: Post for adoption following meet and confer with employee organizations.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 7, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Marcela Arguelles, 9163 Transit Operator, 151/E-115, Public Utilities Commission, San Francisco Municipal Railway, 5/15/89. (Calendar Item No. 28) (2)

June 19, 1989: Over to the meeting of August 7, 1989 at Ms. Arguelles' request.

Action: No restrictions on future employment as recommended by the Public Utilities Commission.

Elise Edmond, 8173 Legal Assistant, 15/E-1, Office of the City Attorney, 3/27/89. (Calendar Item No. 30) (7)

April 17, 1989: Over to the meeting of May 15, 1989 at Ms. Edmond's request.

May 15, 1989: Over to the meeting of August 7, 1989 at Ms. Edmond's request.

Action: Over to the meeting of October 16, 1989 at Ms. Edmond's request. The Commission stipulated that this would be the final continuance.

Lewis P. Gardner, 7450 Shade and Drapery Worker, 3/E-5, Department of Public Health, San Francisco General Hospital Medical Center, 6/29/89. (Calendar Item No. 25) (3)

Action: Off calendar at the request of the Department of Public Health.

Adell Henderson, 9163 Transit Operator, 1510/E-112, Public Utilities Commission, San Francisco Municipal Railway, 6/15/89. (Calendar Item No. 31) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Pauline Hicks, 2302 Orderly, 6/E-324, Department of Public Health, Laguna Honda Hospital, 7/18/89. (Calendar Item No. 27) (4)

Action: Over the the meeting of September 18, 1989 at the request of the Department of Public Health.

Avis Jones, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 6/30/89. (Calendar Item No. 26) (1)

Action: Over to the meeting of September 18, 1989 at the request of Local 790.

Gregory Wellington, 1426 Senior Clerk Typist, 2/CPE-79, Public Utilities Commission, Bureau of Claims and Contracts, 5/20/89. (Calendar Item No. 29) (6)

Action: Off calendar at Mr. Wellington's request. Mr. Wellington to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 32)

None.

A D J O U R N M E N T

In memory of Steven Louis Molinari, son of Donald Molinari, retired Civil Service Commission staff member, who died on July 18, 1989.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Louis Hop Lee
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner
Commissioner

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

AUGUST 21, 1989

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Texidor del Portillo presided

DOCUMENTS DEPT.

AUG 25 1989

PUBLIC LIBRARY

CLASSIFICATION MATTERS

1162-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
124-89/90	Mayor's Office	Children's Council of San Francisco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

EXAMINATION MATTERS

3518-89 Appeal of Background Rejection for Class Q2 Police Officer by Patrick Halloran. (Calendar Item No. 2)

Action: Over to the meeting of September 18, 1989 at Mr. Halloran's request.

3519-89 Appeal of Background Rejection for Class Q2 Police Officer by Leo Ruiz. (Calendar Item No. 3)

Action: Over to the meeting of September 18, 1989 at Mr. Ruiz's request.

EXAMINATION MATTERS (cont.)

3520-89 Appeal of Background Rejection for Class Q2 Police Officer by Julius Elzie, Jr. (Calendar Item No. 4)

Action: Grant appeal; find Julius Elzie, Jr. qualified as to background in this examination for Class Q2 Police Officer.

3521-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald Jacobs. (Calendar Item No. 5)

Action: Over to the meeting of October 2, 1989 at Mr. Jacobs' request.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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A. Lee Munson
Cleo Donovan
Louis Hop Lee
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner
Commissioner

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - AUGUST 21, 1989

2 P.M.

Present: Commissioner Donovan
Commissioner Lee
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Texidor del Portillo presided

MINUTES: A. Special Meeting of August 4, 1989
B. Regular Meeting of August 7, 1989

Action: Approve.

ANNOUNCEMENTS: Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 4, 1989. The Commission will meet once during September on Monday, September 18, 1989.

CLASSIFICATION MATTERS

1140-89 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as an Asbestos Program Manager, Toxics and Safety Services. (Calendar Item No. 6)

August 7, 1989: Over to the meeting of August 21, 1989.

Action: Over to the meeting of September 18, 1989.

1148-89 Request to rescind Civil Service Commission Action #1194-87 of September 21, 1987, establish a new classification of 2218 Physician Assistant and reallocate existing positions to the new class. (Calendar Item No. 7)

Action: Adopt staff report.

1. Rescind Civil Service Commission Action #1194-87 of September 21, 1987; abolish Class 2215 Mid-Level Practitioner.

CLASSIFICATION MATTERS (cont.)

1148-89
(cont.)

2. Establish new classification 2218 Physician Assistant at schedule 58.3 \$1573B1909. Class specification as detailed in the staff report.
3. Reallocate the following permanently budgeted vacant positions to the new classification 2218 Physician Assistant:

2 positions budgeted in Class 2328 Nurse Practitioner (Sch. 59.3 \$1650B2064) in Forensic Services, C.M.H.S.

1 position budgeted in Class 2328 Nurse Practitioner (Sch. 59.3 \$1650B2064) in CMOSH, San Francisco General Hospital.

1 position budgeted in Class 2230 Physician Specialist (Sch. 67.5 \$2459B2989) in the Disease Control Division, Department of Public Health.

1 position budgeted in Class 2230 Physician Specialist (Sch. 67.5 \$2459B2989) in the Youth Guidance Center, Department of Public Health.
4. Amend Sections 830215, 830260, 860100, and 872700 of the Annual Salary Ordinance accordingly.
5. Advise the Department of Public Health to submit a supplemental appropriation request.
6. Advise the Examination Unit of the Department of Public Health, Decentralized Civil Service Unit, to conduct an examination for the new class.

1154-89 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as a Project Director, Perinatal Aids Prevention Project. (Calendar Item No. 9)

Action: Adopt staff report. Approve use of Class 9742 Staff Assistant V, Special Project (\$1709 bi-weekly) to employ a Project Director, Perinatal Aids Prevention Project for a three year period.

1156-89 Request from Department of Social Services to make a temporary exempt appointment in Class 1818 Management Information Systems Specialist II per Charter Section 8.300(5). (Calendar Item No. 8)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in Class 1818 Management Information Systems Specialist II in accordance with Charter Section 8.300(5) pending formal examination action for a period not to exceed one year.
2. Approve the appointment of Mr. Arleen Lapuz to the position at the fifth step (\$1690 bi-weekly) of the range for Class 1818 Management Information Systems Specialist II per Section VII-A.38 of the Salary Standardization Ordinance.

1157-89 Request from the Controller's Office to make a temporary exempt appointment in Class 1874 Senior Programmer Analyst per Charter Section 8.300(5). (Calendar Item No. 10)

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1157-89
(cont.)

1. Approve an exempt appointment to a position in Class 1874 Senior Programmer Analyst in accordance with Charter Section 8.300(5) for a one year period or the adoption of an eligible list, whichever is less.
2. Approve the appointment of Mr. Raul Ocazonez at the fifth step (\$1862 bi-weekly) of the range for Class 1874 Senior Programmer Analyst per Section VII-A.3B of the Salary Standardization Ordinance.

1158-89 Request from the Department of Social Services to make a temporary exempt appointment in Class 1821 Management Information Systems Manager per Charter Section 8.300(5). (Calendar Item No. 11)

Action: Adopt staff report.

1. Approve an exempt appointment effective May 22, 1989 to a position in Class 1821 Management Information Systems Manager in accordance with Charter Section 8.300(5) pending formal examination action for a period not to exceed one year.
2. Approve the appointment of Mr. Paul Slichter at the fourth step (\$2274 bi-weekly) of the range for Class 1821 Management Information Systems Manager per Section VII-A.3B of the Salary Standardization Ordinance.

1159-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
100-89/90	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
101-89/90	Mayor's Office	Berkeley Planning Associates
102-89/90	Parking Authority	Gordon Chong & Associates
103-89/90	Police	PSW3, Inc.
104-89/90	Public Health	Bayview Hunters Point Foundation
105-89/90	Public Health	Catholic Charities of San Francisco
106-89/90	Public Health	Recreation Center for the Handicapped
107-89/90	Public Health	Data Processing & Accounting Services
108-89/90	Public Utilities Commission	James M. Montgomery Consulting Engineers
109-89/90	Public Utilities Commission	EIP Associates
110-89/90	Public Utilities Commission	Carlton Associates
111-89/90	Public Utilities Commission	Jackson Research Projects
112-89/90	Public Utilities Commission	Larry Simmons

CLASSIFICATION MATTERS (cont.)

1159-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
113-89/90	Public Works	Testing Engineers, Inc.
114-89/90	Public Works	Testing Engineers, Inc.
115-89/90	Public Works	American Training Systems (ATS)
116-89/90	Public Works	Anthony Rattonetti
117-89/90	Public Works	Everett Brandon and Associates
118-89/90	Public Works	Business Development, Inc.
119-89/90	Public Works	Robles and McGregor Biological and Environmental Research
120-89/90	Real Estate	John W. Hamilton and Associates
121-89/90	Real Estate	Haley, O'Brien and O'Brien, Inc.
122-89/90	Social Services	The Emergency Food Box
123-89/90	Social Services	Travelers Aid San Francisco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1160-89 Request from the Public Utilities Commission to use a class in the Staff Assistant, Special Project Series to head a new Bureau of Management Efficiency and Productivity. (Calendar Item No. 12)

Action: Adopt staff report.

1. Authorize use of Class 9754 Staff Assistant XI, Special Project for a one year period pending establishment of a new exempt position in the 1990-91 budget.
2. Authorize the appointment of Mr. Kirk T. Lawson.

COMPENSATION MATTERS

2220-89 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 5)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3512-89 Consideration of retaining or voiding the recent eligibility lists for Class 8344 Director of Juvenile Hall and Class 8330 Director, Boys Ranch School; and,

Consideration of whether or not to void appointments from these lists to Director of Juvenile Hall and Director, Boys Ranch School. (Calendar Item No. 19)

EXAMINATION MATTERS (cont.)

3512-89

(cont.)

June 5, 1989:

Consideration of the matter related to the examination for Director of Juvenile Hall over to the meeting of June 19, 1989.

June 19, 1989:

Off calendar at the request of Steven LaPlante's attorney; this matter to be scheduled for hearing as soon as possible.

August 4, 1989:

Over to the meeting of August 21, 1989.

Action:

Adopt staff report; retain eligible lists for Class 8344 Director of Juvenile Hall and Class 8330 Director, Boys Ranch School; sustain appointments made from these lists of Joe Berkowitz and Stephen LaPlante .

IN-SERVICE MATTERS

4672-89

Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 - Sick Leave, Subsection 22.02 (B)(5)(c) - Calculation of Sick Leave with Pay Credits and 22.02 (B)(6)(b) - Disbursement of Sick Leave with Pay Credits, to continue the terms of the San Francisco General Hospital "Pilot Project" for certain employees in Class 2320 Registered Nurse. (Calendar Item No. 16)

August 7, 1989:

Post for adoption at the meeting of August 21, 1989.

Action:

Adopt; forward to the Board of Supervisors for ratification pursuant to Charter Section 8.363.

4676-89

Report in accordance with San Francisco Administrative Code 16.9-25(d), The Sexual Harassment Ordinance. (Calendar Item No. 15)

Action:

Adopt staff report; forward to the Board of Supervisors and the Mayor.

4716-89

Request for continuation of temporary exempt status for Class P-103 Special Duty (per diem) Nurse. (Calendar Item No. 13)

Action:

Adopt staff report.

4721-89

Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 14)

Action:

Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

GENERAL MANAGER'S REPORT. (Calendar Item No. 17)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 18)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

A D J O U R N M E N T

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CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner
General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

SEP 26 1989

REGULAR MEETING SEPTEMBER 18, 1989

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PART 1 - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins

(Items Missed: Minutes, 4,
5, 7, 8, 9, 10, 11, 12, 14,
15, 16, 17, 18, 19, 20, 21,
and 22)

Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Texidor del Portillo presided

MINUTES:

- A. Regular Meeting of August 21, 1989.
- B. Special Meeting of August 21, 1989.

Action: Approve.

ANNOUNCEMENTS:

None.

CLASSIFICATION MATTERS

- 1140-89 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as an Asbestos Program Manager, Toxics and Safety Services. (Calendar Item No. 6)
- August 7, 1989: Over to the meeting of August 21, 1989.
- August 21, 1989: Over to the meeting of September 18, 1989.
- Action: Adopt staff report as amended. Approve use of Class 9746 Staff Assistant VII, Special Project (\$2237 bi-weekly) for a six month period to employ an Asbestos Program Manager, Toxics and Safety Services, Department of Public Health.

CLASSIFICATION MATTERS (cont.)

1147-89 Classification of one budgeted position in the new class of 2850 Director, Women, Infant and Children's Program, Department of Public Health. (Calendar Item No. 7)

August 1, 1989: Off calendar.

Action: Adopt staff report.

1. Establish new classification of 2850 Director, Women, Infant and Children's Program. Class specification as detailed in the staff report.
2. Allocate one position budgeted in 1989/90 as A990 Executive Director, WIC Program (J \$2365B2874) to the new classification.
3. Amend Section 83-02-80 of the Annual Salary Ordinance accordingly.

1171-89 Classification of one budgeted position in the new class of 3233 Marina Associate Manager and amendment of the specification for Class 3234 Marina Manager, Recreation and Park Department. (Calendar Item No. 12)

Action: Adopt staff report.

1. Establish new classification of 3233 Marina Associate Manager (Sch. J 50.4 \$1078B1304). Class specification as detailed in the staff report.
2. Allocate one position currently budgeted as A857 Marina Associate Manager (J \$1078B1304) to the new classification.
3. Amend the specification for Class 3234 Marina Manager. Amended class specification as detailed in the staff report.
4. Amend Section 420300 of the Annual Salary Ordinance administratively.

1172-89 Classification of new positions in the 1988-89 Budget. (Calendar Item No. 14)

Action: Adopt staff report; allocate new positions to recommended classifications; defer classification action on positions designated with symbol "SC."

1175-89 Classification actions for various City departments. (Calendar Item No. 8)

I. CLASSIFICATION OF POSITIONS:

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	7243 Parking Meter Repairer Supervisor I (Sch. 54.6 \$1316B1596)	Same
Human Rights Commission	1	A993 Deputy Director, Human Rights Commission (J, Z \$2342B2847)	Establish Class 2984 Deputy Director, Human Rights Commission (Sch. 66.5 J, Z \$2342B2847).

CLASSIFICATION MATTERS (cont.)

1175-89
(cont.)

I. CLASSIFICATION OF POSITIONS:

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
PUC/Municipal Railway	1	2719 Janitorial Services Assistant Supervisor (Sch. 49.9 \$1052B1273)	Off Calendar.
Recreation and Park	1	A950 Director of Neighborhood Services (\$1965B)	Establish Class 3135 Director of Neighborhood Services, Recreation and Park Department (Sch. 58.9 J, Z \$1618B1965).
Public Health/ Central Office	2	2320 Registered Nurse (\$1508B1764)	Same
Public Health/ Laguna Honda Hospital	5	2302 Orderly (Sch. 46.4 \$891B1078)	Same
	27	2312 Licensed Vocational Nurse (Sch. 47.8 \$952B1152)	Same
Public Health/ SF General Hospital	28	2312 Licensed Vocational Nurse (Sch. 47.8 \$952B1152)	Same
	4	2305 Psychiatric Technician (Sch. 48.1 \$966B1169)	Same

II. OTHER ACTIONS: REQUESTS FOR TEMPORARY EXEMPT APPOINTMENTS:

<u>Department</u>	<u>Name and Class</u>	<u>Requested Step</u>	<u>Recommended Step & Duration</u>
Mayor's Office	Etienne LeGrand 1823 Senior Administrative Analyst (Sch. 58.9 \$1618B1965)	3 (\$1782B)	3 7/1/89- 6/30/90
SF Unified School District	Karen Sue Sarlo 1312 Public Information Officer (Sch. 52.1 \$1169B1414)	5 (\$1414B)	5 9/1/89- 6/30/90

Action: Adopt staff report. (Item related to Class 2719
Janitorial Services Assistant Supervisor, Public
Utilities Commission, off calendar).

1176-89

Survey of four positions in the Controller's Office, Internal Audits
Division. (Calendar Item No. 13)

Action: Adopt staff report.

1. Establish new classification of 1805 Associate
Performance Auditor (J,Z Sch. 57.3 \$1499B1818). Class
specification as detailed in the staff report.
2. Allocate three positions approved in the Budget as 1823
Senior Administrative Analyst (Z Sch. 58.9 \$1618B1965)
to Class 1805 Associate Performance Auditor.

CLASSIFICATION MATTERS (cont.)

1176-89
(cont.)

3. Establish new classification of 1801 Supervising Performance Auditor (J,Z Sch. 59.6 \$167482033). Class specification as detailed in the staff report.
4. Allocate one position approved in the Budget as 1824 Principal Administrative Analyst (Z Sch. 62.1 \$189082297) to Class 1801 Supervising Performance Auditor.
5. Advise the department to submit a Supplemental Appropriation Request.
6. Amend Section 09/04/00/6288/01001/309369/000/00/001 of the Annual Salary Ordinance accordingly.
7. Advise the Civil Service Examination Unit to administer examinations for the new classifications.

1177-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
125-89/90	Adult Probation	California Community Dispute Services
126-89/90	Airports	Wallace & Wah, & Company
127-89/90	City Planning	County of Santa Cruz
128-89/90	Civil Service Commission	Charles B. Gompertz
129-89/90	Civil Service Commission	McBer & Company
130-89/90	Civil Service Commission	Robert F. Hicks, Ph.D.
131-89/90	District Attorney	Geraldine Stahly
132-89/90	Public Works	Soil and Plant Laboratory, Inc.
133-89/90	Port	Cresap Management Consultants, Inc.
134-89/90	Port	Holzmueller Productions
135-89/90	Public Health	Haight Ashbury Free Medical Clinic
136-89/90	Public Health	Fairbank, Bregman & Maullin
137-89/90	Public Health	California Children's Home, Inc.
138-89/90	Public Health	DSA Medical Services, Inc.
139-89/90	Public Health	Northeast Medical Services
140-89/90	Public Health	Urban Indian Health Board
141-89/90	Public Utilities Commission	Gerald I. West, Ph.D.
142-89/90	Public Utilities Commission	Infomanage, Inc.

CLASSIFICATION MATTERS (cont.)

1177-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
143-89/90	Public Utilities Commission	Cahill and Associates
144-89/90	Public Utilities Commission	Brown, Vence & Associates
145-89/90	Public Utilities Commission	Jeri L. Mersky, Ph.D.
146-89/90	Public Utilities Commission	A. Lee Knight
147-89/90	Public Utilities Commission	Dr. Norman Johnson
148-89/90	Public Works	Wesco
149-89/90	Public Works	Trans Pacific Geotechnical Consultants, Inc./Dames & Moore
150-89/90	Real Estate	Haley, O'Brien, and O'Brien, Inc.
151-89/90	Real Estate	John W. Hamilton & Associates
152-89/90	Social Services	S.F. Unified School District
153-89/90	Social Services	Bruce A. B. Cooper, Ph.D.
154-89/90	Treasurer/ Tax Collector	Smith/Anderson
155-89/90	Port	CAL-State University-Hayward
156-89/90	Public Utilities Commission	Dynasty Systems

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Contract Number 146-89/90: Vote of 3 to 1; Commissioner Texidor del Portillo dissenting).

1178-89 Classification of Law Office Manager in the District Attorney's Office; amendment of the specification for Class 8171 Law Office Manager. (Calendar Item No. 15)

Action: Adopt staff report.

1. Amend the specification for Classification 8171 Law Office Manager. Class specification as detailed in the staff report.
2. Classify a position in the amended class for the District Attorney's Office.
3. Advise the Department to submit a supplemental appropriation.
4. Amend Section 04/01/00/7132/01001/303552/000/00/001 of the Annual Salary Ordinance.

COMPENSATION MATTERS

2242-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Duncan J. Watry 5288 Transit Planner II	Public Utilities Commission	3	3
James D. Lowe 5288 Transit Planner II	Public Utilities Commission	3	3
Terrance Webster 7227 Cement Mason Supervisor I	Public Works	5	5
Germaine Wong 1128 Registrar of Voters	Chief Administrative Officer	5	5
Magdalena Jacobsen A740 Director of Mayor's Office of Employee Relations	Mayor	3	3
Phillip David Wool 8176 Trial Attorney	District Attorney	5	5
Joan Tolson 1440 Medical Transcriber Typist	Public Health	3	3
George Schell 8178 Senior Attorney	City Attorney	3	3
Lisa A. Maglio 8178 Senior Attorney	City Attorney	3	3
John D. Cooper 8181 Assistant Chief Attorney I	City Attorney	2	2
Reve Bautista 8176 Trial Attorney	District Attorney	5	5
Pam Pecora Hansen 8176 Trial Attorney	District Attorney	5	5
Elizabeth Aguilar-Tarchi 8176 Trial Attorney	District Attorney	5	5
Edward Hugo 8176 Trial Attorney	District Attorney	5	5

Action: Adopt staff report.

2243-89 Request for authority to conduct a salary survey for salary standardization for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1990-91. (Calendar Item No. 16)

Action: Adopt staff report.

1. Authorize the conduct of a salary survey for salary standardization for Fiscal Year 1990-91.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March, 1990.

COMPENSATION MATTERS (cont.)

2244-89 Requests for Supervisory Differential Adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 11)

Action: Adopt staff report; approve Supervisory Differential Adjustments; notify departments accordingly.

2245-89 Request for appointment above the entrance rate for certain classes in accordance with Section VII.A.3.D of the 1989-90 Salary Standardization Ordinance. (Calendar Item No. 10)

<u>CLASS</u>	<u>LIST(S)</u>	<u>STEP</u>
1440 Medical Transcriber Typist	E-60	3
2110 Medical Records Clerk	E-16	3
2112 Medical Records Technician	E-11	3
2302 Orderly	E-326 through E-335	2
2305 Psychiatric Technician	E-27, E-28	2
2312 Licensed Vocational Nurse	E-93, E-94, E-95	2
2450 Pharmacist	E-21	3
2548 Occupational Therapist	E-27	3
2556 Physical Therapist	E-42, E-43	3
2604 Food Service Worker	E-11	4

Action: Adopt staff report; approve appointments at the steps indicated effective July 1, 1989.

EXAMINATION MATTERS

3119-89 Appeal of staff's denial of protest of the oral/performance examination for Class 2114 Medical Record Technician Supervisor. (Calendar Item No. 26)

Action: Adopt staff report to amend eligible list and add Bonnie Lee-Quon as Rank 5.5.

3518-89 Appeal of Background Rejection for Class Q2 Police Officer by Patrick Halloran. (Calendar Item No. 27)

August 21, 1989: Over to the meeting of September 18, 1989 at Mr. Halloran's request.

Action: Over to the meeting of October 2, 1989 at Mr. Halloran's request.

3519-89 Appeal of Background Rejection for Class Q2 Police Officer by Leo Ruiz. (Calendar Item No. 28)

August 21, 1989: Over to the meeting of September 18, 1989 at Mr. Ruiz's request.

Action: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- 3524-89 Appeal of Background Rejection for Class Q2 Police Officer by Tonia L. Hall. (Calendar Item No. 29)
- Action: Over to the meeting of October 2, 1989. Department to submit a chronology of Ms. Hall's application history.
- 3525-89 Appeal of Background Rejection for Class Q2 Police Officer by Alfredo F. Ramos. (Calendar Item No. 30)
- Action: Deny appeal; sustain the decision of the Chief of Police.
- 3526-89 Appeal of Background Rejection for Class Q2 Police Officer by Michael D. Hutchings (Calendar Item No. 31)
- Action: Over to the meeting of October 16, 1989. Staff to consult with the City Attorney regarding consideration by the Commission of information related to diversion program.
- 3527-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar Item No. 32)
- Action: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.
- 3528-89 Appeal of Background Rejection for Class Q2 Police Officer by William R. Silas. (Calendar Item No. 33)
- Action: Over to the meeting of October 2, 1989 at Mr. Silas' request.
- 3529-89 Appeal of Background Rejection for Class Q2 Police Officer by Maurice M. Hayes. (Calendar Item No. 34)
- Action: Over to the meeting of October 2, 1989 at Mr. Hayes' request.
- 3531-89 Implementation of Pre-Employment Agreement for the San Francisco Sheriff's Department. (Calendar Item No. 20)
- Action: Approve.
- 3535-89 Appeal of Background Rejection for Class Q2 Police Officer by Michael Shinn. (Calendar Item No. 35)
- Action: Over to the meeting of October 2, 1989 at the request of Mr. Shinn's attorney.

IN-SERVICE MATTERS

4673-89 Proposed amendments to various Civil Service Commission Rules:

Rule 6 - Separation Hearings and Procedures.

- Section 6.05 - Procedure for Termination of Promotive Probationary Employee.

Rule 16 - Probationary Period.

- Section 16.02 - Appointments Subject to the Probationary Period;
- Section 16.03 - Duration of Probationary Period;
- Section 16.04 - Extension of Probationary Period;
- Section 16.05 - Report of Probationary Period;
- Section 16.06 - Effective Date.

Regarding the probationary period and calculation of seniority for terminated promotive probationary employees returned to duty following Commission action; regarding the probationary period for disability transfers; and regarding the probationary period for employees returned to duty following layoff. (Calendar Item No. 17)

August 7, 1989: Post for adoption following meet and confer with employee organizations.

Action: Adopt.

4675-89 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 4368 Director, Bureau of Delinquent Revenue, from six (6) months to one (1) year. (Calendar Item No. 18)

August 7, 1989: Post for adoption following meet and confer with employee organizations.

Action: Adopt.

4762-89 Appeal of the decision of the General Manager, Personnel, denying request by Anthony Smerdel to change his ethnicity identification from "White" to "Hispanic." (Calendar Item No. 25)

Action: Off calendar. Civil Service Commission EEO Unit to notify the Assistant Secretary when prepared to proceed.

4793-89 Proposed amendments to various Civil Service Commission Rules:

Rule 6 - Separation Hearings and Procedures.

- Section 6.02 - Procedure for Termination of Temporary Employee;
- Section 6.04 - Procedure for Termination of Entrance Probationary Employee;
- Section 6.05 - Procedure for Termination of Promotive Probationary Employee.

Rule 11 - Certification of Eligibles.

- Section 11.02 - Certification of Eligibles.

Rule 12 - Appointments.

- Section 12.02 - Permanent Appointment.

IN-SERVICE MATTERS

4793-89
(cont.)

Rule 13 - Reinstatement and Reappointment.

- Section 13.01 - Reinstatement.

Modifying the reinstatement rights of promotive probationary employees and regarding the establishment of "Reemployment Registers" to allow limited eligibility of certain terminated employees under specified conditions and upon the order of the Civil Service Commission. (Calendar Item No. 19)

Action: Post for adoption following meet and confer with employee organizations.

4797-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 21)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4805-89 Resolution of Commendation for Louis Hop Lee, for outstanding public service while a member of the Civil Service Commission. (Calendar Item No. 4)

Action: Adopt.

4806-89 Request from San Francisco Unified School District to fill a permanent vacancy in Class 2548 Occupational Therapist by utilizing Eligible List E-27. (Calendar Item No. 22)

Action: Approve request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 18, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Robert Ahern, 2532 Paramedic, LT, Department of Public Health, San Francisco General Hospital Medical Center, 7/31/89. (Calendar Item No. 40) (1)

Action: Over to the meeting of October 2, 1989 at Mr. Ahern's request.

Ruben S. Alido, 7334 Stationary Engineer, 131/CPE-38, San Francisco Fire Department, 5/17/89. (Calendar Item No. 43) (4)

June 19, 1989: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity Unit. Mr. Alido to remain ineligible for all employment with the City and County of San Francisco pending final resolution of this matter.

Action: Over to the meeting of October 16, 1989 at the request of the San Francisco Fire Department.

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3, Department of Public Works, Clean Water Program, 7/29/89. (Calendar Item No. 45) (4)

Action: Off calendar at the request of the Civil Service Commission EEO Unit.

Richard A. Emert, 8306 Senior Deputy Sheriff, 6/P-13, Office of the Sheriff, 7/24/89. (Calendar Item No. 37) (5)

Action: Over to the meeting of October 16, 1989 at the request of the Office of the Sheriff.

Pauline Hicks, 2302 Orderly, 6/E-324, Department of Public Health, Laguna Honda Hospital, 7/18/89. (Calendar Item No. 44) (4)

August 7, 1989: Over to the meeting of September 18, 1989 at the request of the Department of Public Health.

Action: Over to the meeting of October 2, 1989 at the request of Local 250.

Don Hwang, 6120 Environmental Health Inspector, 4/E-16, Department of Public Health, Central Office, 7/5/89. (Calendar Item No. 46) (6)

Action: Off calendar at Mr. Hwang's request. Mr. Hwang to notify the Assistant Secretary when prepared to proceed. Mr. Hwang to remain ineligible for employment in any position covered by the City and County civil service system pending final resolution of this matter.

Avis Jones, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 6/30/89. (Calendar Item No. 38) (1)

August 7, 1989: Over to the meeting of September 18, 1989 at the request of Local 790.

Action: Off calendar at the request of the San Francisco Police Department.

Howard M. Lynch, 7348 Steamfitter, LT, Department of Public Works, Building Repair, 6/23/89. (Calendar Item No. 39) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Gregory Smith, 9163 Transit Operator, 36/P-121, Public Utilities Commission, San Francisco Municipal Railway, 7/6/89. (Calendar Item No. 47) (7)

Action: Over to the meeting of October 2, 1989 at Mr. Smith's request.

Penny Sneed, Q-2 Police Officer, 234/E-93, San Francisco Police Department, Communications Division, 2/19/82. (Calendar Item No. 42) (4)

March 15, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of May 3, 1982.

May 17, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Off calendar. Ms. Sneed to notify the Assistant Secretary when prepared to proceed. Ineligible for employment with the City and County pending final Commission action.

July 17, 1989: Over to the meeting of September 18, 1989 at Ms. Sneed's request.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Manuel V. Tiran, 6270 Housing Inspector, 28/E-1, Department of Public Works, Bureau of Building Inspection, 7/31/89. (Calendar Item No. 48) (7)

Action: Over to the first meeting of January, 1990 at Mr. Tiran's request.

Steven E. Wolff, 3320 Animal Keeper, 7/E-9, Recreation and Park Commission, 7/28/89. (Calendar Item No. 41) (3)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Commission.

General Manager's Report. (Calendar Item No. 23)

None.

Commissioners' New Business. (Calendar Item No. 24)

From Commissioner Carlota Texidor del Portillo:

We are again approaching the point in time when we must certify to the Board of Supervisors technical data which serves as the foundation for administration of the current Pay Equity Agreements.

We have gone on record on many occasions, affirming our commitment to the appropriateness of salary adjustments granted to correct wage undervaluation which disproportionately impacts female and minority employees. And, we continue to support the current pay equity program negotiated by the Mayor's Employee Relations Division which involves expenditures of nearly \$30 million annually to remedy identified undervaluation.

However, on prior occasions we have acted to report the undervaluation data and workforce composition we have expressed our continued concern regarding the "merged data" approach to identifying undervaluation. In four more months we will again be required to report this data. We understand that some progress has been made toward the initiation of such a study. However, nothing tangible, either in the form of defined work plan or approved fiscal support for such a plan, is currently forthcoming.

Therefore, I am requesting that, prior to acting again on the pay equity program, we receive a plan, with expected completion dates, which will provide for the local pay equity study we have requested at several earlier hearings. It is crucial that we now move forward to ensure that the pay equity program is based on local, relevant, and appropriate analysis. And, that the pay equity program ceases to be based on external data which satisfies neither labor nor management with regard to its relevance, completeness, or accuracy.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 49)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
John J. Walsh
Albert C. Walker

President
Vice President
Commissioner
Commissioner
General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

OCT 11 1989

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING - OCTOBER 2, 1989

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

(Items Missed: Minutes, 1,
2, 3, 4, 5, 6, 7, 8, 9, 10,
11, 12, 13, 14, 15, and 17)

Commissioner Munson presided

MINUTES: Regular Meeting of September 18, 1989

Action: Approve.

ANNOUNCEMENTS

1. Due to conflict between the regular Civil Service Commission meeting dates and the two legal holidays in January, 1990 (New Year's Day Holiday on January 1, 1990 and Martin Luther King, Jr. Birthday Holiday on January 15, 1990), the Civil Service Commission has rescheduled both its meetings that month. The Commission will not meet on Monday, January 1 and Monday, January 15, but will instead meet on Monday, January 8, 1990 and Monday, January 22, 1990. Both meetings will be held in Room 2C (Basement) City Hall.
2. The Civil Service Commission advised participants in the examination for Class Q-2 Police Officer that the Commission will adhere closely to the terms of the examination announcement dealing with the use of controlled substances which provide as follows:

"Any use of controlled substances after the date of application is a mandatory reason for rejection. Rejection for prior use of controlled substances is based on the type(s) of substances used and the frequency and recency of such usage."

CLASSIFICATION MATTERS

1187-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
157-89/90	Public Health	Community Vocational Enterprises
158-89/90	"	Asian American Recovery Services, Inc.
159-89/90	"	Baker Places, Inc.
160-89/90	Public Health	Bay Area Addiction Research and Treatment Services, Inc.
161-89/90	"	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment Program)
162-89/90	"	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Center for Problem Drinkers)
163-89/90	"	Chemical Awareness and Treatment Services, Inc.
164-89/90	"	Haight Ashbury Free Clinics, Inc. (Haight Ashbury Alcohol Treatment Services)
165-89/90	"	Haight Ashbury Free Clinics, Inc. (Drug Detoxification, Rehabilitation and Aftercare Project)
166-89/90	"	Henry Ohlhoff House
167-89/90	"	Horizons Unlimited of S.F., Inc.
168-89/90	"	Liberation House, Inc.
169-89/90	"	North of Market Senior Services, Inc.
170-89/90	"	Pacific Mental Health Services, Inc. (Operation Concern)
171-89/90	"	Regents of the University of California (PACE Project)
172-89/90	"	St. Vincent De Paul Society of S.F.
173-89/90	"	The Salvation Army, A California Corp.
174-89/90	"	S.F. Drug Abuse Advisory Board
175-89/90	"	S.F. Pretrial Diversion Project, Inc.
176-89/90	"	S.F. Suicide Prevention, Inc.

CLASSIFICATION MATTERS (cont.)

1187-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
177-89/90	"	Walden House, Inc.
178-89/90	"	Westside Community Mental Health Center, Inc.
179-89/90	"	Westside Community Mental Health Center, Inc.
180-89/90	"	Women's Institute for Mental Health, Inc.
Action: Adopt staff report; notify the offices of the Controller and the Purchaser.		

1188-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
181-89/90	Airport	S.F. Conservation Corps.
182-89/90	Board of Supervisors	Michael Noonan
183-89/90	CAO	Geo/Resources Consultants, Inc.
184-89/90	CAO	San Francisco Alive
185-89/90	CAO	Hilton, Farnkopf & Hobson
186-89/90	Civil Service Commission	Lynn Kearny
187-89/90	Controller	Pacific Coast Systems, Inc.
188-89/90	Police	Taumas Jacobs
189-89/90	Port	Flanagan & Associates
190-89/90	Public Health	UC Regents, UCSF Department of Radiology
191-89/90	Public Health	University of California San Francisco Hospitals & Clinics
192-89/90	Public Health	St. Francis Opthamology Group, Dr. Kazu Shiiba
193-89/90	Public Health	University of California at San Francisco
194-89/90	Public Health	U.C.S.F. AIDS Health Project
195-89/90	Public Health	Dennis J. Streveler
196-89/90	Public Works	Geo/Resource, Inc.
197-89/90	Public Works	ASTM Cement & Concrete Reference Laboratory
198-89/90	Public Works	Miley P. Holman & Associates
199-89/90	Public Utilities Commission	Wilson, Ihrig & Associates, Inc.
200-89/90	Public Utilities Commission	Bechtel Corporation Civil Company

CLASSIFICATION MATTERS (cont.)

1188-89
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
201-89/90	Public Utilities Commission	Manna Consultants, Inc.
202-89/90	Real Estate	Chris L. Carneghi
203-89/90	Real Estate	Arthur E. Gimmy
204-89/90	SFCCD	Liebert, Cassidy & Frierson
205-89/90	Social Services	S.F. Educational Services
206-89/90	Social Services	The Family School

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1189-89 Classification actions for various City departments.
(Calendar Item No. 6)

I. CLASSIFICATION OF POSITIONS:

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	1480 Principal Water Services Clerk (Sch. 50.3 \$1073B1298)	Same
	1	1478 Senior Water Services Clerk (Sch. 48.3 \$975B1180)	Same
	1	7262 Maintenance Planner (Sch. 59.5 \$1666B2023)	Same
	1	1811 Management Information Systems Specialist I (Sch. 51.4 \$1131B1368)	Same
Human Rights Commission	1	1818 Management Information Systems Specialist II (Sch. 55.8 \$1394B1690)	Same
	1	1721 Senior Data Entry Operator (Sch. 45.2 \$842B1018)	1807 Management Information Systems Technician II (Sch. 44.8 \$826B998)
	1	1446 Secretary II (Sch. 47.6 \$943B1141)	Same
Sheriff	2	1630 Account Clerk (Sch. 44.4 \$810B979)	Same
Public Health/ Central Office	1	5177 Safety Officer (Sch. 62.9 \$1965B2388)	Same
Public Health/ SFGH	1	1440 Medical Transcriber Typist (Sch. 46.8 \$908B1099)	Same
	1	2328 Nurse Practitioner (Sch. 59.3 \$1650B2065)	Same

CLASSIFICATION MATTERS (cont.)

1190-89
(cont.)

5. Status of permanent incumbents in Class 4331 Security Analyst continues without change.
6. Allocate two positions to Class 4331 Security Analyst as budgeted.
7. Amend Section 44/03/00/6272/24061/380584/000/00/001 of the Annual Salary Ordinance administratively.

COMPENSATION MATTERS

2268-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Peter Sturdevant 8321 Counselor, Boys Ranch School	Juvenile Court	5	5
Sue Jamison 1444 Secretary I	Public Health	3	3
Roberta Rosenberg 1866 Systems and Procedures Supervisor	Controller	3	3
Teresita Salcedo 1402 Junior Clerk	Public Health	5	5
Linda Velasquez- Scafidi 2930 Psychiatric Social Worker	Public Health	5	5
All employees 2442 Diagnostic Medical Sonographer II 2496 Radiologic Technologist Supervisor 2498 Director, Radiology	Public Health	5	5
Randall Rodriguez 3594 Instructional Aide II	SFUSD	5	5
Harry Blum 3594 Instructional Aide II	SFUSD	5	5
Margaret Girous 3594 Instructional Aide II	SFUSD	5	5
Frances Oglesby 3594 Instructional Aide II	SFUSD	5	5
Julie Carman-Williams 3594 Instructional Aide II	SFUSD	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3518-89 Appeal of Background Rejection for Class Q2 Police Officer by Patrick Halloran. (Calendar Item No. 15)

August 21, 1989: Over to the meeting of September 18, 1989 at Mr. Halloran's request.

September 18, 1989: Over to the meeting of October 2, 1989 at Mr. Halloran's request.

Action: Over to the meeting of October 16, 1989 at Mr. Halloran's request. The Commission stipulated that no further continuances would be granted.

3521-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald Jacobs. (Calendar Item No. 14)

August 21, 1989: Over to the meeting of October 2, 1989 at Mr. Jacobs' request.

Action: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department.

3524-89 Appeal of Background Rejection for Class Q2 Police Officer by Tonia L. Hall. (Calendar Item No. 16)

September 18, 1989: Over to the meeting of October 2, 1989. Department to submit a chronology of Ms. Hall's application history.

Action: Deny appeal; sustain the decision of the Chief of Police. (Vote of 3 to 1: Commissioner Mickins dissenting).

3527-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar Item No. 17)

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.

Action: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department. Civil Service Commission staff to provide documentation submitted by Mr. Timberlake's attorney to the San Francisco Police Department.

3528-89 Appeal of Background Rejection for Class Q2 Police Officer by William R. Silas. (Calendar Item No. 18)

September 18, 1989: Over to the meeting of October 2, 1989 at Mr. Silas' request.

Action: Off calendar at the request of Mr. Silas. Mr. Silas to notify the Assistant Secretary when prepared to proceed.

EXAMINATION MATTERS (cont.)

3529-89 Appeal of Background Rejection for Class Q2 Police Officer by Maurice M. Hayes. (Calendar Item No. 19)

September 18, 1989: Over to the meeting of October 2, 1989 at Mr. Hayes' request.

Action: Deny appeal; sustain the decision of the Chief of Police.

3535-89 Appeal of Background Rejection for Class Q2 Police Officer by Michael Shinn. (Calendar Item No. 20)

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Shinn's attorney.

Action: Deny appeal; sustain the decision of the Chief of Police.

3536-89 Appeal of Background Rejection for Class Q2 Police Officer by G. David Walden-Berg. (Calendar Item No. 21)

Action: Over to the meeting of October 16, 1989 at the request of Mr. Walden-Berg's attorney.

3539-89 Appeal of Background Rejection for Class 8304 Deputy Sheriff by David Lara. (Calendar Item No. 22)

Action: Over to the meeting of October 16, 1989 at Mr. Lara's request.

IN-SERVICE MATTERS

4850-89 Request to make as-needed temporary exempt appointments in Class 2312 Licensed Vocational Nurse per Charter Section 8.300(5) and to approve these appointments at Step 3 in the salary range in accordance with Section VII, A.3.C of the Salary Standardization Ordinance. (Calendar Item No. 10)

Action: Adopt staff report; approve request.

4851-89 Appeal of cancellation of certification to Class 9141 Transit Manager II. (Calendar Item No. 11)

Action: Over to the meeting of November 20, 1989 at the request of Mr. Cunningham and Mr. McNaughton.

4852-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 2, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Robert Ahern, 2532 Paramedic, LT, Department of Public Health, San Francisco General Hospital Medical Center, 7/31/89. (Calendar Item No. 24) (1)

September 18, 1989: Over to the meeting of October 2, 1989 at Mr. Ahern's request.

Action: Approve. No restrictions on future employment.

Alan Anisgard, 9122 Transit Information Clerk, 9/E-5, Public Utilities Commission, San Francisco Municipal Railway, 9/11/89. (Calendar Item No. 32) (7)

Action: Over to the meeting of November 6, 1989 at the request of the Public Utilities Commission.

Billy Falcon, 9163 Transit Operator, 183/P-121, Public Utilities Commission, San Francisco Municipal Railway, 8/29/89. (Calendar Item No. 31) (7)

Action: Over to the meeting of October 16, 1989 at the request of the Transport Workers Union.

Pauline Hicks, 2302 Orderly, 6/E-324, Department of Public Health, Laguna Honda Hospital, 7/18/89. (Calendar Item No. 26) (4)

August 7, 1989: Over to the meeting of September 18, 1989 at the request of the Department of Public Health.

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Local 250.

Action: Off calendar at the request of the Department of Public Health.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 28) (4)

Action: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

Patricia Ann Jackson, 2312 Licensed Vocational Nurse, 9/E-72, Department of Public Health, San Francisco General Hospital Medical Center, 8/7/89. (Calendar Item No. 33) (7)

Action: Over to the meeting of November 6, 1989 at the request of Ms. Jackson's attorney.

A. Dimitri Kehaya, 3616 Library Technical Assistant, 32/CPE-2, San Francisco Unified School District, 8/21/89. (Calendar Item No. 25) (3)

Action: Off calendar at the request of the San Francisco Unified School District. San Francisco Unified School District to notify the Assistant Secretary when prepared to proceed. Mr. Kehaya to remain ineligible for employment in any position covered by the City and County civil service system pending final resolution of this matter.

Minnie Payne, 1458 Legal Secretary I, 4/CPE-20, Office of the City Attorney, 8/4/89. (Calendar Item No. 27) (4)

Action: Over to the meeting of November 20, 1989 at Ms. Payne's request.

Gregory Smith, 9163 Transit Operator, 36/P-121, Public Utilities Commission, San Francisco Municipal Railway, 7/6/89. (Calendar Item No. 30) (7)

September 18, 1989: Over to the meeting of October 2, 1989 at Mr. Smith's request.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Harold Washington, 8204 Institutional Police Officer, 2/E-5, Department of Public Health, San Francisco General Hospital Medical Center, 7/16/89. (Calendar Item No. 29) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

GENERAL MANAGER'S REPORT. (Calendar Item No. 12)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 13)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 34)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - NOVEMBER 6, 1989

PART I - 2 P.M.

DOCUMENTS DEPT.

NOV 18 1989

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Texidor del Portillo
Commissioner Tomoda

Excused: Commissioner Munson

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of October 2, 1989

Action: Approve.

ANNOUNCEMENTS

1. The President acknowledged the presence of a new member of the Civil Service Commission, Richard J. Tomoda, whose appointment was effective on November 6, 1989.
2. Due to conflict between the regular Civil Service Commission meeting dates and the two legal holidays in January, 1990 (New Year's Day Holiday on January 1, 1990 and Martin Luther King, Jr. Birthday Holiday on January 15, 1990), the Civil Service Commission has rescheduled both its meetings that month. The Commission will not meet on Monday, January 1 and Monday, January 15, but will instead meet on Monday, January 8, 1990 and Monday, January 22, 1990. Both meetings will be held in Room 2C (Basement) City Hall.

The Commission will consider items of regular business (classification, examination, in-service and employee compensation matters) at 2 P.M. Separations from the Service will be heard upon conclusion of the regular calendar; however, roll call of the names of those scheduled for hearing on the Separations agenda will be held at 3 P.M.

CLASSIFICATION MATTERS

1197-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
207-89/90	Airport	Peat Marwick Main & Co.
208-89/90	Arts Commission	Patricia Johanson
209-89/90	CAO	Seth Ligon
210-89/90	CAO	Maureen O'Rorke
211-89/90	Fire	Dan F. Bay & Associates
212-89/90	Public Health	Youth Environment Study
213-89/90	Public Health	University of California at S.F.G.H.
214-89/90	Public Health	Planned Parenthood, Alameda/S.F.
215-89/90	Public Health	Pharmedix
216-89/90	Public Health	Mission Neighborhood Health Center
217-89/90	Public Health	Haight Ashbury Free Medical Clinic
218-89/90	Public Health	Community Crisis Services of San Francisco, Art Hom, MSW
219-89/90	Public Health	Edgewood Children's Center
220-89/90	Public Health	Friendship House of American Indians, Inc.
221-89/90	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
222-89/90	Public Health	Mental Health Management I, Inc., Richard Evatz
223-89/90	Public Health	Mount Zion Hospital & Medical Center, Bernice Goodwin
224-89/90	Public Health	Multicultural Training Resource Center, Inc.
225-89/90	Public Health	National Council on Alcoholism - Bay Area, Inc.
226-89/90	Public Health	Regents of the Unviersity of California (AIDS Health Project)
227-89/90	Public Health	S.F. Mental Health Education Funds, Inc. (City-Wide Alcoholism Advisory Board)
228-89/90	Public Health	Women's Alcoholism Center

1197-89
(cont.)

CLASSIFICATION MATTERS

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
229-89/90	Public Utilities Commission	Multi Award: Sierra Detroit Diesel, Bay Cities Diesel Engine, Power Servies International, Lawson National Distribution Company
230-89/90	Public Utilities Commission	Lawson Roofing Company
231-89/90	Public Utilities Commission	Kramer, Chin, & Mayo, Inc.
232-89/90	Public Works	Trans Pacific Consultants Inc.
233-89/90	Public Works	CH2M-Hill, Inc.
234-89/90	Recorder	JPM Computer Consulting
235-89/90	Sheriff	Brenda Posada, SSN
236-89/90	SFUSD	Hall-Kimorell Environmental Services
237-89/90	Mayor	Ross Consulting Group
October 16, 1989:	Recess to the meeting of November 6, 1989 due to the lack of a quorum.	

- Action:
1. Contract Number 237-89/90 off calendar at the request of the Mayor's Office.
 2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

1199-89 Classification of positions in various City departments.
(Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Port	1	5280 Planner III (Sch. 57.5 \$1513B1835)	Same
Public Utilities Commission	1	1844 Senior Management Assistant (Sch. 56.4 \$1436B1740)	Same
PUC/Municipal Railway	1	A488 Customer Relations Specialist (J \$1088B1316)	Establish Class 9135 Passenger Service Specialist (Sch. 50.6 J \$1088B1316) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS

1197-89
(cont.)

October 16, 1989:

Recess to the meeting of November 6, 1989
due to the lack of a quorum.

Action: Adopt staff report.

1203-89 Review of requests for approval of proposed personal services
contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
238-89/90	Airport	Harding Lawson Associates
239-89/90	Airport	B.A. Vallergera
240-89/90	Airport	Greiner, Inc.
241-89/90	Airport	Jack Hopkins Company, Inc.
242-89/90	Art Commission	Alan Fleming
243-89/90	CAO	Touche Ross Enterprise Group
244-89/90	Civil Service Commission	Real to Reel Video Productions
245-89/90	Commission on Aging	Western Addition Senior Citizens Service Center
246-89/90	"	United Jewish Community Centers
247-89/90	"	Services for Seniors, Inc.
248-89/90	"	Self-Help for the Elderly
249-89/90	"	The Salvation Army
250-89/90	"	Russian American Community Services
251-89/90	"	PPMC Senior Services
252-89/90	"	Native American Indian Senior Center, Inc.
253-89/90	"	Meals on Wheels of S.F., Inc.
254-89/90	"	Kimochi, Inc.
255-89/90	"	Filipino-American Council of S.F.
256-89/90	"	Church of the Advent
257-89/90	"	Centro Latino De San Francisco
258-89/90	Police	Boole & Babbage, Inc.
259-89/90	Public Health	Family Service Agency of S.F.
260-89/90	"	Pacific Mental Health Services, Inc.

1203-89
(cont.)

CLASSIFICATION MATTERS

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
261-89/90	"	Project Open Hand
262-89/90	"	SMS Systems Corporation
263-89/90	"	Serving Software, Inc.
264-89/90	"	Hayt, Hayt & Landau Financial Services, Inc.
265-89/90	"	David Goodrick, Ph.D.
266-89/90	"	Bayview-Hunter's Point Foundation
267-89/90	"	Banks Brown, Inc.
268-89/90	"	Bayview-Hunter's Point Foundation
269-89/90	Real Estate	Caldwell Building Wreckers
270-89/90	Real Estate	John W. Hamilton & Associates
271-89/90	Real Estate	Haley, O'Brien and O'Brien, Inc.
272-89/90	Recreation and Park	Robert Hansen Golden Gate Park Band
273-89/90	Retirement	Dennis Joiner & Associates
274-89/90	SFUSD	H.J. Degenkolb Associates
275-89/90	SFUSD	Rudolph Fehr, Consulting Engineer
276-89/90	SFUSD	Black Boxes, Inc.
277-89/90	Sheriff	Mary Elizabeth Buckner
278-89/90	Social Services	International Institute of S.F.
279-89/90	Social Services	Wright Marketing dba National Homecare
280-89/90	Social Services	Catholic Charities
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1204-89 Classification actions for various City departments.
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
County Clerk	2	8113 Court Clerk (Sch. 54.3 \$129881573)	Same
	1	8106 Legal Process Clerk (Sch. 44.5 \$8148984)	Same

CLASSIFICATION MATTERS

1204-89 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Medical Examiner/ Coroner	1	A939 Laboratory Manager (J Rate \$1782B1782)	Establish Class 2459 Forensic Laboratory Manager (Sch. 56.9 J Z \$1470B1782)
	Public Library	1	3616 Library Technical Assistant I (Sch. 48.7 \$994B1203)	Same
		1	3630 Librarian I (Sch. 52.6 \$1197B1450)	Same
		1	3632 Librarian II (Sch. 56.0 \$1407B1706)	Same
	Sheriff	2	8304 Deputy Sheriff (Sch. 52.4 \$1185B1436)	Same
		1	8308 Sheriff's Sergeant (Sch. 56.5 \$1443B1748)	Same
	Treasurer/ Tax Collector	1	1630 Account Clerk (Sch. 44.4 \$810B979)	Same
		1	1408 Principal Clerk (Sch. 49.5 \$1032B1249)	Same
	Public Utilities Commission	1	1880 Chief of Systems (Sch. 67.1 \$2412B2933)	Same
	Public Health/ Central Office	1	A927 Principal Disease Control Investigator (\$1394B1690)	Establish Class 2810 Principal Disease Control Investigator Sch. 55.8 J,Z \$1394B1690)
	Public Health/ SFGH	1	1924 Materials & Supplies Supervisor (Sch. 45.3 \$846B1022)	1807 Management Information Technican II (Sch. 44.8 \$826B998)
		2	1932 Assistant Storekeeper (Sch. 45.7 \$862B1042)	Same
	Public Health/ CMHS	1	2574 Clinical Psychologist (Sch. 59.5 \$1666B2023)	Same
	Recreation & Park	2	1823 Senior Administrative Analyst (Sch. 58.9 \$1618B1965)	Same
	Superior Court	2	0710 Phonographic Reporter, Superior Court (\$3412M4465)	Same

Action: Adopt staff report.

1205-89 Classification of one budgeted position in the new Class of 2880
Director of Business and Operations, Mental Health Programs,
Department of Public Health. (Calendar Item No. 10)

Action: Off calendar.

COMPENSATION MATTERS

2276-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 8)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patricia Hanscom 1424 Clerk Typist	Public Health	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION DATE</u>
Ralph Jacobsen 1880 Chief of Systems	CAO	2	2 6/30/90
Aaron Lara 1736 Computer Operator II	Public Health	5	5 6/30/90
Thomas Fenwick 1737 Senior Computer Operator	Public Health	3	3 6/30/90
Larry Mitchell 1737 Senior Computer Operator	Public Health	5	5 6/30/90

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Adopt staff report.

2292-89 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Calendar Item No. 11)

Rec: Adopt staff report; forward to the Board of Supervisors.

2293-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Sharon Johnson 2999 Executive Director, Commission on the Status of Women	Commission on the Status of Women	3	3
Gertrudes Dy-Liacco 1446 Secretary II	Public Health	4	4
Karan Curtis 1424 Clerk Typist	Public Library	3	3

2293-89
(cont.)

COMPENSATION MATTERS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Carlos Sanchez 8158 Family Support Investigator II	District Attorney	2	2
Deborah Jackson 1426 Senior Clerk Typist	Public Health	5	5
Olivia Franco 2708 Custodian	Public Utilities Commission	4	4
Barbara Otero 1444 Secretary I	S.F.U.S.D.	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION DATE</u>
Margie O'Clair 9782 Assistant to the Mayor I	Mayor	2	2 6/30/90
Kelly Nakatomi 8249 Fingerprint Technician I	Police	5	5 6/30/90
Judy Lefler 2320 Registered Nurse	Social Services	6	6 6/30/90

Action: Adopt.

EXAMINATION MATTERS

3518-89 Appeal of Background Rejection for Class Q2 Police Officer by Patrick Halloran. (Calendar Item No. 23)

August 21, 1989: Over to the meeting of September 18, 1989 at Mr. Halloran's request.

September 18, 1989: Over to the meeting of October 2, 1989 at Mr. Halloran's request.

October 2, 1989: Over to the meeting of October 16, 1989 at Mr. Halloran's request. The Commission stipulated that no further continuances would be granted.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Deny appeal; sustain the decision of the Chief of Police.

3521-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald Jacobs. (Calendar Item No. 24)

August 21, 1989: Over to the meeting of October 2, 1989 at Mr. Jacobs' request.

EXAMINATION MATTERS (cont.)

3521-89
(cont.)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department.

Action: Over to the meeting of November 20, 1989.

3526-89 Appeal of Background Rejection for Class Q2 Police Officer by Michael D. Hutchings (Calendar Item No. 25)

September 18, 1989: Over to the meeting of October 16, 1989. Staff to consult with the City Attorney regarding consideration by the Commission of information related to diversion program.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Over to the meeting of November 20, 1989 at the request of Mr. Hutchings' attorney.

3527-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar Item No. 26)

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department. Civil Service Commission staff to provide documentation submitted by Mr. Timberlake's attorney to the San Francisco Police Department.

Action: Over to the meeting of November 20, 1989 due to tie vote.

3532-89 Appeal of Background Rejection for Class Q2 Police Officer by Thomas F. Moore. (Calendar Item No. 16)

October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Moore's request (meeting recessed).

Action: Off calendar; appeal withdrawn.

3536-89 Appeal of Background Rejection for Class Q2 Police Officer by G. David Walden-Berg. (Calendar Item No. 17)

October 2, 1989: Over to the meeting of October 16, 1989 at the request of Mr. Walden-Berg's attorney.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Off calendar; appeal withdrawn.

EXAMINATION MATTERS (cont.)

3539-89 Appeal of Background Rejection for Class 8304 Deputy Sheriff by David Lara. (Calendar Item No. 27)

October 2, 1989: Over to the meeting of October 16, 1989 at Mr. Lara's request.

October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Lara's request.

Action: Off calendar at Mr. Lara's request.

3549-89 Appeal of Background Rejection for Class 8304 Deputy Sheriff by Stephen Grote. (Calendar Item No. 28)

Action: Deny appeal; sustain the disqualification of Stephen Grote by the Sheriff.

3552-89 Request to issue Class 2912 Senior Social Worker announcement promotive only for Class 2910 Social Workers employed by the Department of Social Services. (Calendar Item No. 18)

Action: Adopt staff report.

IN-SERVICE MATTERS

4762-89 Appeal of the decision of the General Manager, Personnel, denying request by Anthony Smerdel to change his ethnicity identification from "White" to "Hispanic." (Calendar Item No. 21)

September 18, 1989: Off calendar. Civil Service Commission EEO Unit to notify the Assistant Secretary when prepared to proceed.

October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Smerdel's request (meeting recessed).

Action: Off calendar at the request of Mr. Smerdel's attorney.

4821-89 City and County of San Francisco Policy on Language Diversity. (Calendar Item No. 22)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Adopt staff report; notify all department heads, appointing officers and employee organizations.

IN-SERVICE MATTERS (cont.)

4793-89 Proposed amendments to various Civil Service Commission Rules:

Rule 6 - Separation Hearings and Procedures.

- Section 6.02 - Procedure for Termination of Temporary Employee;
- Section 6.04 - Procedure for Termination of Entrance Probationary Employee;
- Section 6.05 - Procedure for Termination of Promotive Probationary Employee.

Rule 11 - Certification of Eligibles.

- Section 11.02 - Certification of Eligibles.

Rule 12 - Appointments.

- Section 12.02 - Permanent Appointment.

Rule 13 - Reinstatement and Reappointment.

- Section 13.01 - Reinstatement.

Modifying the reinstatement rights of promotive probationary employees and regarding the establishment of "Reemployment Registers" to allow limited eligibility of certain terminated employees under specified conditions and upon the order of the Civil Service Commission. (Calendar Item No. 14)

September 18, 1989: Post for adoption following meet and confer with employee organizations.

Action: Adopt; this Rule change to be effective January 2, 1990.

4921-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4978-89 Increase in fee for copies of the Civil Service Commission Rules and establishment of a new fee for copies of the publication "Civil Service and Related Provisions of the Charter." (Calendar Item No. 15)

Action: Adopt staff report; increase fee for a copy of the Civil Service Commission Rules to \$10.00 and establish a new fee for the Civil Service Commission publication "Civil Service and Related Provision of the Charter" at \$5.00.

IN-SERVICE MATTERS (cont.)

4980-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 13)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR MEETING - NOVEMBER 6, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Ruben S. Alido, 7334 Stationary Engineer, 131/CPE-38, San Francisco Fire Department, 5/17/89. (Calendar Item No. 36) (4)

June 19, 1989: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity Unit. Mr. Alido to remain ineligible for all employment with the City and County of San Francisco pending final resolution of this matter.

September 18, 1989: Over to the meeting of October 16, 1989 at the request of the San Francisco Fire Department.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: No restriction on future employment. The Commission recommended that Mr. Alido take appropriate courses to facilitate future employment as a Stationary Engineer.

Alan Anisgard, 9122 Transit Information Clerk, 9/E-5, Public Utilities Commission, San Francisco Municipal Railway, 9/11/89. (Calendar Item No. 43) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the Public Utilities Commission.

Action: Over to the meeting of January 8, 1990 as requested by Mr. Anisgard.

John Bechelli, 2604 Food Service Worker, 34/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 9/15/89. (Calendar Item No. 38) (4)

October 16, 1989: Over to the meeting of November 6, 1989 at the request of the Department of Public Health.

Action: Return name to list under waiver until completion of rehabilitation program and approval of the General Manager, Personnel. Not to be employed again by the San Francisco General Hospital Medical Center. This action taken based on the recommendation of the General Manager, Personnel and concurred to by the Department of Public Health and Mr. Bechelli.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 6, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Ruben S. Alido, 7334 Stationary Engineer, 131/CPE-38, San Francisco Fire Department, 5/17/89. (Calendar Item No. 36) (4)

June 19, 1989: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity Unit. Mr. Alido to remain ineligible for all employment with the City and County of San Francisco pending final resolution of this matter.

September 18, 1989: Over to the meeting of October 16, 1989 at the request of the San Francisco Fire Department.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: No restriction on future employment. The Commission recommended that Mr. Alido take appropriate courses to facilitate future employment as a Stationary Engineer.

Alan Anisgard, 9122 Transit Information Clerk, 9/E-5, Public Utilities Commission, San Francisco Municipal Railway, 9/11/89. (Calendar Item No. 43) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the Public Utilities Commission.

Action: Over to the meeting of January 8, 1990 as requested by Mr. Anisgard.

John Bechelli, 2604 Food Service Worker, 34/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 9/15/89. (Calendar Item No. 38) (4)

October 16, 1989: Over to the meeting of November 6, 1989 at the request of the Department of Public Health.

Action: Return name to list under waiver until completion of rehabilitation program and approval of the General Manager, Personnel. Not to be employed again by the San Francisco General Hospital Medical Center. This action taken based on the recommendation of the Department of Public Health and concurred to by Mr. Bechelli.

Willie Campers, Jr., 1424 Clerk Typist, 3/CPE-74, Human Rights Commission, 9/13/89. (Calendar Item No. 34) (3)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Off calendar at the request of the Human Rights Commission.

Dean Echenberg, M.D., 2233 Supervising Physician Specialist, 1/CPE-7, Department of Public Health, Disease Control Division, 9/15/89. (Calendar Item No. 35) (3)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Elise Edmond, 8173 Legal Assistant, 15/E-1, Office of the City Attorney, 3/27/89. (Calendar Item No. 40) (7)

April 17, 1989: Over to the meeting of May 15, 1989 at Ms. Edmond's request.

May 15, 1989: Over to the meeting of August 7, 1989 at Ms. Edmond's request.

August 7, 1989: Over to the meeting of October 16, 1989 at Ms. Edmond's request. The Commission stipulated that this would be the final continuance.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the City Attorney's Office.

Richard A. Emert, 8306 Senior Deputy Sheriff, 6/P-13, Office of the Sheriff, 7/24/89. (Calendar Item No. 30) (5)

September 18, 1989: Over to the meeting of October 16, 1989 at the request of the Office of the Sheriff.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Approve. Reinstate in a position in the class from which promoted in Class 8304 Deputy Sheriff.

Cesar C. Estrella, 5268 Architect, 16/CPE-6, Department of Public Works, Bureau of Architecture, 10/6/89. (Calendar Item No. 31) (5)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Approve. Reinstate to former position in Class 6340 School Construction Coordinator, San Francisco Unified School District. This action taken as recommended by the Department of Public Works and concurred to by Mr. Estrella.

Billy Falcon, 9163 Transit Operator, 183/P-121, Public Utilities Commission, San Francisco Municipal Railway, 8/29/89. (Calendar Item No. 42) (7)

October 2, 1989: Over to the meeting of October 16, 1989 at the request of the Transport Workers Union.

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service as recommended by the Public Utilities Commission.

Gwendolyn G. Gomez, 1426 Senior Clerk Typist, 75/CPE-6, Office of the Recorder, 10/10/89. (Calendar Item No. 33) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position in Class 1426 Senior Clerk Typist.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 39) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

Action: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

Patricia Ann Jackson, 2312 Licensed Vocational Nurse, 9/E-72, Department of Public Health, San Francisco General Hospital Medical Center, 8/7/89. (Calendar Item No. 41) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Ms. Jackson's attorney.

Action: Over to the meeting of November 20, 1989 at the request of Ms. Jackson's attorney.

David Mills, 9163 Transit Operator, 795/E-112, Public Utilities Commission, San Francisco Municipal Railway, 9/8/89. (Calendar Item No. 44) (7)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Harvey Reed, 7328 Operating Engineer, 12/E-5, Department of Public Works, Street and Sewer Repair Division, 6/23/89. (Calendar Item No. 32) (3)

October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.

Action: Off calendar at the request of the Department of Public Works.

Terence E. Woo, H2 Firefighter, 137/E-29, San Francisco Fire Department, 10/3/89. (Calendar Item No. 37) (4)

Action: Over to the meeting of November 20, 1989 at the request of Mr. Woo's attorney.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 20)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 45)

Antonio Salzar-Hobson addressed the Commission regarding his concerns over the denial of the transfer request of Edmund Brewer from the San Francisco Unified School District to the Public Utilities Commission.

A D J O U R N M E N T

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5
20/89



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - NOVEMBER 20, 1989

PART I - 2 P.M.

DOCUMENTO DEPT.

NOV 28 1989

Present: Commissioner Donovan
Commissioner Texidor del Portillo
Commissioner Tomoda

Excused: Commissioner Mickins
Commissioner Munson

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of November 6, 1989

Action: Approve.

ANNOUNCEMENTS:

1. Due to conflict between the regular Civil Service Commission meeting dates and the two legal holidays in January, 1990 (New Year's Day Holiday on January 1, 1990 and Martin Luther King, Jr. Birthday Holiday on January 15, 1990), the Civil Service Commission has rescheduled both of its meetings that month. The Commission will not meet on Monday, January 1 and Monday, January 15, but will instead meet on Monday, January 8, 1990 and Monday, January 22, 1990. Both meetings will be held in Room 2C (Basement) City Hall.
2. The Commission has cancelled its meeting of Monday, December 18, 1989.
3. The Civil Service Commission met in closed session with the City Attorney on Monday, November 20, 1989 at 12 Noon in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss personnel matters. Commissioners Texidor del Portillo, Donovan and Tomoda were present.

In the matter of charges for dismissal under Charter Section 8.341 preferred by Landric Hyland, citizen, against Stephen LaPlante, Director of Juvenile Hall, Juvenile Court, the Commission reviewed the entire file and carefully considered the charges. The Commission also discussed the response by the Chief Juvenile Probation Officer to the allegation made by Mr. Hyland. The Commission voted 3 to 0 not to hear the charges.

In addition, the Commission consulted with the City Attorney on other personnel matters, but took no action.

CLASSIFICATION MATTERS

1207-89 Retitling of classifications and amendment to specifications in the Software Analyst/Systems Programmer Series. (Calendar Item No. 7)

Action: Adopt staff report.

1. Retitle and amend the following specifications. Draft class specifications as detailed in the staff report.
 - A. 1871 Assistant Software Analyst (Sch. 57.9 \$1543B1871) to 1871 Assistant Systems Programmer.
 - B. 1873 Software Analyst (Sch. 59.8 \$1690B2053) to 1873 Systems Programmer.
 - C. 1875 Senior Software Analyst (Sch. 61.8 \$1862B2264) to 1875 Senior Systems Programmer.
 - D. 1877 Supervising Software Analyst (Sch. 64.3 \$2104B2557) to 1877 Supervising Systems Programmer.

NOTE: RATES OF PAY WILL NOT CHANGE.

2. Status of permanent incumbents and eligibles on lists continues without change.
3. Administratively amend the Annual Salary Ordinance to reflect this action.

1208-89 Survey of 2910 Social Worker and 2912 Senior Social Worker positions in the Department of Social Services. (Calendar Item No. 8)

Action: Adopt staff report.

1. Reclassify 121 positions in Class 2910 Social Worker (Sch. Z 49.4 \$1027B1243) to Class 2912 Senior Social Worker (Sch. Z 51.6 \$1141B1381).
2. Advise the Department of Social Services to submit a supplemental appropriation request.
3. Amend Sections 45/00/00 (Programs 3104, 3105, 3128, 3129, 3413, 3424) of the Annual Salary Ordinance to reflect this action.
4. Advise the Department of Social Services to conduct an examination for the reclassified positions.

1209-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
281-89/90	Civil Service Commission	Cooperative Personnel Services
282-89/90	Controller	XXCAL, Inc.
283-89/90	Controller	On-Line Business Systems, Inc.
284-89/90	Controller	S.K. White Consulting
285-89/90	District Attorney	Randy Schell
286-89/90	Fire	CORE Corporation

1209-B9
(cont.)

CLASSIFICATION MATTERS

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
2B7-B9/90	Public Utilities Commission	Peter Moyle, Ph.D.
2B8-B9/90	Public Utilities Commission	Information and Support Services
2B9-B9/90	Public Works	Lotepro Corporation
Action:	<ol style="list-style-type: none"> 1. Contracts Number 2B3-B9/90 and 2B4-B9/90 over to the meeting of December 4, 1989. 2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser. 	

1211-B9 Classification actions for various City departments.
(Calendar Item No. 5)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND PATE</u>	<u>RECOMMENDED CLASS</u>
Public Health/ SFGH	1	1655 Systems Accountant (Sch. Z 57.3 \$1499B1B1B)	Same
	1	1657 Senior Systems Accountant (Sch. Z 59.6 \$1674B2033)	1B23 Senior Administrative Analyst (Sch. Z 5B.9 \$1618B1965)
	6	A985 Clinical Paramedic (\$1611B1955)	2534 Paramedic Supervisor (Sch. 5B.8 \$1611B1955) Amended Draft Specification as detailed in the staff report.
	2	2390 Central Processing and Distribution Technician (Sch. 47.4 \$934B1131)	Same
Public Health/ Central Office	1	2462 Microbiologist (Sch. Z 55.7 \$1388B16B2)	Same
Commission on the Status of Women	2	A994 Special Representative, Commission on the Status of Women (J \$1443B174B)	Establish Class 229B Representative, Commission on the Status of Women (Sch. 56.5 J,Z \$1443B174B) Draft Class Specification as detailed in the staff report.
S.F. Community College District	1	1426 Senior Clerk Typist (Sch. 45.6 \$B5BB1037)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2307-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lisa Simpson 8178 Senior Attorney	City Attorney	3	3
Claude Kolm 8180 Principal Attorney	City Attorney	3	3
Eric Uhl 8174 Attorney	City Attorney	5	5
Kathryn Pennypacker 8180 Principal Attorney	City Attorney	4	4
Pauline Terrelonge 8178 Senior Attorney	City Attorney	5	5
Gretchen Nicholson 8180 Principal Attorney	City Attorney	4	4
Geoffrey Spellberg 8178 Senior Attorney	City Attorney	5	5
Karen Taylor 1444 Secretary I	Public Health	5	5
John Chen 5204 Assistant Civil Engineer	Public Utilities Commission	2	2
Tom Hui 5204 Assistant Civil Engineer	Public Utilities Commission	4	4
Ernesto Leonardo 5204 Assistant Civil Engineer	Public Utilities Commission	5	5
Chung Tsai 5204 Assistant Civil Engineer	Public Utilities Commission	5	5
William Wong 4140 Real Property Officer	Real Estate	5	5
Trudy Guella-Cullen 3594 Instructional Aide II	S.F. Unified School District	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION DATE</u>
Alan Briscoe 1818 Management Information Systems Specialist II	Social Services	5	5 6/30/90

COMPENSATION MATTERS

2307-89
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION DATE</u>
Ashour Bebla 1821 Management Information Systems Manager	Social Services	5	5 6/30/90
Patrick Duterte 2948 Senior Social Service Supervisor	Social Services	5	5 6/30/90

Action: Adopt staff report.

EXAMINATION MATTERS

3150-89 Appeal of staff's denial of protest on the terms of the announcement for Class 9142 Transit Manager III. (Calendar Item No. 19)

Action: Over to the meeting of December 4, 1989 at the request of the Transport Workers Union, Local 200.

3166-89 Request that Classes 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant be issued on a Promotional Only Basis. (Calendar Item No. 17)

Action: Adopt staff report; approve request.

3521-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald Jacobs. (Calendar Item No. 14)

August 21, 1989: Over to the meeting of October 2, 1989 at Mr. Jacobs' request.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department.

November 6, 1989: Over to the meeting of November 20, 1989.

Action: Over to the meeting of January 8, 1990 at the request of Mr. Jacobs' attorney and the San Francisco Police Department. The Commission directed that both parties be prepared to proceed on both the issues of Mr. Jacobs' integrity and residency.

3526-89 Appeal of Background Rejection for Class Q2 Police Officer by Michael D. Hutchings (Calendar Item No. 15)

September 18, 1989: Over to the meeting of October 16, 1989. Staff to consult with the City Attorney regarding consideration by the Commission of information related to diversion program.

EXAMINATION MATTERS

3526-89
(cont.)

- October 16, 1989: Recess to the meeting of November 6, 1989 due to the lack of a quorum.
- November 6, 1989: Over to the meeting of November 20, 1989 at the request of Mr. Hutchings' attorney.
- Action: Off calendar as jointly requested by Mr. Hutchings' attorney and the San Francisco Police Department.

3527-89 Appeal of Background Rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar Item No. 16)

- September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.
- October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department. Civil Service Commission staff to provide documentation submitted by Mr. Timberlake's attorney to the San Francisco Police Department.
- November 6, 1989: Over to the meeting of November 20, 1989 due to tie vote.
- Action: Over to the meeting of December 4, 1989 as requested by Mr. Timberlake's attorney.

3555-89 Appeal of staff's denial of protest of minimum qualifications of examination announcement for Class 2944 Child Welfare Supervisor issued October 6, 1989. (Calendar Item No. 18)

- Action: Over to the meeting of December 4, 1989 at the request of Ms. Virginia Buccello, the appellant.

IN-SERVICE MATTERS

4851-89 Appeal of cancellation of certification to Class 9141 Transit Manager II. (Calendar Item No. 13)

- October 2, 1989: Over to the meeting of November 20, 1989 at the request of Mr. Cunningham and Mr. McNaughton.
- Action: Off calendar at the request of Messrs. Cunningham and McNaughton.

6028-89 Proposed amendment to Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification. (Calendar Item No. 10)

- Action: Off calendar.

IN-SERVICE MATTERS (cont.)

6032-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 20, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Paul Antoine, 9163 Transit Operator, 96/E-115, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 29) (7)

Action: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

John Clement, 1220 Payroll Clerk, 14/E-7, San Francisco Police Department, Payroll Division, 10/12/89. (Calendar Item No. 25) (6)

Action: Accept resignation as certified. Not to be employed again by the San Francisco Police Department.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 28) (7)

Action: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

Michael Dunne, 7410 Automotive Service Worker, 49/E-7, Public Utilities Commission, San Francisco Municipal Railway, 10/18/89. (Calendar Item No. 24) (4)

Action: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

Patricia Ann Jackson, 2312 Licensed Vocational Nurse, 9/E-72, Department of Public Health, San Francisco General Hospital Medical Center, 8/7/89. (Calendar Item No. 26) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Ms. Jackson's attorney.

November 6, 1989: Over to the meeting of November 20, 1989 at the request of Ms. Jackson's attorney.

Action: Over to the meeting of December 4, 1989 at the request of Ms. Jackson's representative.

Natividad Medina, 1220 Payroll Clerk, 64/E-5, Recreation and Park Department, 10/20/89. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service and medical clearance by a designated Civil Service Commission physician. Not to be employed again by the Recreation and Park Department.

Minnie Payne, 1458 Legal Secretary I, 4/CPE-20, Office of the City Attorney, 8/4/89 (Calendar Item No. 22) (4)

October 2, 1989: Over to the meeting of November 20, 1989 at Ms. Payne's request.

Action: Off calendar; request for hearing withdrawn.

Anne-Marie Theilen, 3563 Director, Neighborhood Arts Program, LT, Arts Commission, 10/30/89. (Calendar Item No. 21) (1)

Action: Over to the meeting of December 4, 1989 at the request of Ms. Theilen's attorney.

Terence E. Woo, H2 Firefighter, 137/E-29, San Francisco Fire Department, 10/3/89. (Calendar Item No. 23) (4)

November 6, 1989: Over to the meeting of November 20, 1989 at the request of Mr. Woo's attorney.

Action: Off calendar at the request of the San Francisco Fire Department; termination rescinded.

GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

1. The Commission adopted the following Resolutions

The Civil Service Commission will authorize contracts administered by the Department of Public Works for emergency earthquake related projects. Such approval is for personnel and services to supplement existing city personnel and services.

2. The General Manager, Personnel reported that the Finance Committee of the Board of Supervisors postponed action on a report on the examination and classification programs of the Commission.

3. The General Manager, Personnel introduced Young Choi and Ben Carlick of the Controller's Performance Audit Team.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 30)

None.

A D J O U R N M E N T

In memory of Edward J. Weissenborn, a member of the Civil Service Commission staff since February 19, 1980, who died on November 10, 1989.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

REGULAR MEETING -- DECEMBER 4, 1989

PART I - 2 P.M.

8 1989
SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Mickins

(Excused from voting Item 19)

Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

(Excused from voting Item 8)

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of November 20, 1989

Action: Approve.

ANNOUNCEMENT:

1. Due to conflict between the regular Civil Service Commission meeting dates and the two legal holidays in January, 1990 (New Year's Day Holiday on January 1, 1990 and Martin Luther King, Jr. Birthday Holiday on January 15, 1990), the Civil Service Commission has rescheduled both its meetings that month. The Commission will not meet on Monday, January 1 and Monday, January 15, but will instead meet on Monday, January 8, 1990 and Monday, January 22, 1990. Both meetings will be held in Room 2C (Basement) City Hall.
2. The Civil Service Commission has cancelled its meeting of Monday, December 18, 1989.
3. The Civil Service Commission met in closed session on Monday, December 4, 1989 at 1:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter. Commissioners Mickins, Munson, Texidor del Portillo and Tomoda were present. No action was taken.

CLASSIFICATION MATTERS

1209-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
283-89/90	Controller	On-Line Business Systems, Inc.
284-89/90	Controller	S.K. White Consulting
Novembr 20, 1989:	Contracts Number 283-89/90 and 284-89/90 over to the meeting of December 4, 1989.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1214-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
290-89/90	Airport	Hughes, Heiss & Associates
291-89/90	Arts Commission	Anne Wilhelen Smith
292-89/90	Controller	On-Line Business Systems, Inc.
293-89/90	Controller	G.E. Consulting Services, Inc.
294-89/90	Controller	Pacific Coast Systems, Inc.
295-89/90	Controller	Precision Writing
296-89/90	Controller	On-Line Business Systems, Inc.
297-89/90	Human Rights Commission	New College School of Law
298-89/90	Juvenile Court	Law Enforcement Psychological Services
299-89/90	Mayor's Criminal Justice	Real Alternatives Program (R.A.P.)
300-89/90	"	S.F. SAFE, Inc.
301-89/90	"	Ella Hill Hutch Community Center
302-89/90	"	Bayview Hunters Point Foundation
303-89/90	"	Community Board Program
304-89/90	"	Potrero Hill Neighborhood House
305-89/90	"	Chinatown Youth Center
306-89/90	Police	Inter County Extradition

CLASSIFICATION MATTERS (cont.)

1214-89 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	307-89/90	Port	Carol M. Brown
	308-89/90	Public Health	Bay Area Medical Transcription
	309-89/90	Public Health	AMBU-TRANS, Inc.
	310-89/90	Public Health	San Mateo Department of Health Services
	311-89/90	Public Health	Marin County Division of Health Services
	312-89/90	Public Health	Genesis Church & Ecumenical Center
	313-89/90	Public Health	Contra Costa County Health Services Department
	314-89/90	Public Health	Asian American Health Forum
	315-89/90	Public Health	Alameda County Health Services Agency
	316-89/90	Public Health	Central City Hospitality House
	317-89/90	Public Health	St. Francis Memorial Hospital
	318-89/90	Public Utilities Commission	PGH Wong Engineering, Inc.
	Action: Adopt staff report; notify the offices of the Controller and the Purchaser		

1215-89 Classification actions for various City departments.
(Calendar Item No. 6)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Health/ Central Office	1	1446 Secretary II (Sch. 46.0 \$943B1141)	Same
	4	1424 Clerk Typist (Sch. 43.7 \$785B947)	Same
Public Health/ CMHS	1	2409 Pharmacy Technician (Sch. 50.1 \$1062B12B5)	Same
Public Health/ SFGH	1	2515 Orthopedic Technician II (Sch. 49.1 \$1013B1226)	Same
Public Utilities Commission	2	1874 Senior Programmer Analyst (Sch. 57.8 \$1535B1862)	Same
	1	1876 Data Processing Programming & Systems Supervisor (Sch. 60.9 \$1782B2166)	Same
Action: Adopt staff report.			

COMPENSATION MATTERS

2313-89 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.
(Commissioner Texidor del Portillo excused from voting with the permission of the other Commissioners).

2316-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Tom Owen 8174 Attorney	City Attorney	5	5
Sui Ling Chen 8174 Attorney	City Attorney	5	5
Judy Lynch 8176 Trial Attorney	City Attorney	5	5
Shawn Clarke 1878 Senior Attorney	City Attorney	3	3
Loretta Giorgi 8178 Senior Attorney	City Attorney	5	5
Arthur Hartinger 8178 Senior Attorney	City Attorney	5	5
Elaine Warren 8178 Senior Attorney	City Attorney	5	5
Roger Hackley 8180 Principal Attorney	City Attorney	4	4
Julian Hultgren 8180 Principal Attorney	City Attorney	4	4
Phyllis Walker 8180 Principal Attorney	City Attorney	4	4
Teri Jourgensen 1242 Personnel Analyst	Public Works	3	3
Joyce Lopez 1424 Clerk Typist	Public Health	4	4

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Sandra Francisco 1805 Associate Performance Auditor	Controller	5	5 6/30/90
Linda Darby 1801 Supervising Performance Auditor	Controller	5	5 6/30/90

COMPENSATION MATTERS

2316-89 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Margaret Roberts 1464 Medical Clerk Stenographer	Public Health	3	3 6/30/90
Catherine Conroy 1444 Secretary I	Mayor	3	3 6/30/90
Charles Robbins 9782 Assistant to Mayor I	Mayor	2	2 6/30/90

Action: Adopt staff report.

EXAMINATION MATTERS

3150-89 Appeal of staff's denial of protest on the terms of the announcement for Class 9142 Transit Manager III. (Calendar Item No. 14)

November 20, 1989: Over to the meeting of December 4, 1989 at the request of the Transport Workers Union, Local 200.

Action: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 200.

3527-89 Appeal of background rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar Item No. 16)

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department. Civil Service Commission staff to provide documentation submitted by Mr. Timberlake's attorney to the San Francisco Police Department.

November 6, 1989: Over to the meeting of November 20, 1989 due to tie vote.

November 20, 1989: Over to the meeting of December 4, 1989 as requested by Mr. Timberlake's attorney.

Action: Over to the meeting of January 8, 1990 at the request of the San Francisco Police Department.

3555-89 Appeal of staff's denial of protest of minimum qualifications of examination announcement for Class 2944 Child Welfare Supervisor issued October 6, 1989. (Calendar Item No. 15)

November 20, 1989: Over to the meeting of December 4, 1989 at the request of Ms. Virginia Buccello, the appellant.

Action: Adopt staff report; deny appeal of Virginia Buccello.

IN-SERVICE MATTERS

- 6077-89 Proposed amendments to Civil Service Commission Rule 5 - General Hearing and Meeting Procedure, Section 5.06 - Appeal of General Manager's Action. (Calendar Item No. 9)

Action: Post for adoption following meet and confer with employee organizations.

- 6079-89 Appeal of the decision of the General Manager, Personnel regarding determination of future employability of a terminated non-civil service employee. (Calendar Item No. 13)

October 24, 1989 (Action taken by the General Manager, Personnel):

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Action: Over to the meeting of January 8, 1990 at the request of the General Manager, Personnel.

- 6078-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 4, 1989

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

David Ferguson, 2806 Disease Control Investigator, 9/E-11,
Department of Public Health, Central Office, 11/4/89. (Calendar
Item No. 21) (4)

Action: No restrictions on future employment (as recommended by
the Department of Public Health).

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities
Commission, San Francisco Water Department, 9/6/89. (Calendar Item
No. 20) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at
the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at
the request of Mr. Hutchings' attorney.

Rec: Over to the meeting of January 8, 1990 at the request of the
Public Utilities Commission.

Patricia Ann Jackson, 2312 Licensed Vocational Nurse, 9/E-72,
Department of Public Health, San Francisco General Hospital Medical
Center, 8/7/89. (Calendar Item No. 23) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at
the request of Ms. Jackson's attorney.

November 6, 1989: Over to the meeting of November 20, 1989 at
the request of Ms. Jackson's attorney.

November 20, 1989: Over to the meeting of December 4, 1989 at
the request of Ms. Jackson's representative.

Action: Future employment subject to review and approval of the
General Manager, Personnel after satisfactory completion
of two (2) year's work experience outside the City and
County service and satisfactory completion of a
substance abuse program.

Barbara Rocznik-Kugay, 5266 Architectural Associate II, 18/CPE-7,
Airports Commission, 10/26/89. (Calendar Item No. 18) (5)

Action: Off calendar at the request of the Airports Commission;
termination rescinded.

Anne-Marie Theilen, 3563 Director, Neighborhood Arts Program, LT,
Art Commission, 10/30/89. (Calendar Item No. 19) (1)

November 20, 1989: Over to the meeting of December 4, 1989 at
the request of Ms. Theilen's attorney.

Action: Approve. No restrictions on future employment.
(Commissioner Mickins excused from voting with the
permission of the other Commissioners).

Sen Viola, 2302 Orderly, 23/E-321, Department of Public Health,
Laguna Honda Hospital, 10/30/89. (Calendar Item No. 22) (4)

Action: Over to the meeting of January 8, 1990 at the request of
Local 250.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 24)

None.

A D J O U R N M E N T

